



Alberta Professional Services, Inc.  
3107 S. Elm Eugene St.  
Greensboro, NC 27406  
Office: 336-273-2640  
Fax: 336-273-6522

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**INTEROFFICE MEMORANDUM**

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**TO:** ALL STAFF  
**FROM:** TOM DUEHRING  
**SUBJECT:** TRAININGS AND CERTIFICATIONS  
**DATE:** AUGUST 4, 2010

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It is mandatory that you keep your trainings and certifications up to date. Training is available every month; check with Tenika to see when it is scheduled.

If you allow any of your required certifications to lapse, you will not be paid for any of the services you provide until the training is complete. For example, if your CPR expires on the 1<sup>st</sup> of the month and you do not get re-certified until the 8<sup>th</sup>, you will get paid for those 7 days. Alberta cannot bill Medicaid for the service if staff is not qualified (fully trained) to provide it and 70% of zero is zero. You are responsible for keeping up with your trainings; we offer it for free.

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Signature

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Date