

Hostels Training Centre Certificate (HTCC) Criteria

Candidates are required to take the **seven mandatory courses** listed below and **two of the nine elective courses** for receipt of the Hostels Training Centre Certificate.

Mandatory Courses:

1. Shelter Standards Training
2. Standard First Aid and CPR*
3. Crisis Prevention Training *(Non-Violent Crisis Intervention CPI **or** Understanding and Managing Aggressive Behaviour UMAB **or** Defusing Hostility – Crisis Intervention with the Hostile and Aggressive Individual)
4. Documentation Skills Introduction **or** Advanced **or** Record Keeping and Client Information
5. WHMIS (Workplace Hazardous Materials Information System)
6. Anti-Racism/Anti-Oppression Training – Introduction **or** Advanced **or** Managers/Board Members
7. Transgender/Transsexual Awareness for Shelters: Making Services Safe and Accessible **or** My Issues Their Barriers

Elective Courses:

1. Case Management Introduction **or** Advanced
2. Conflict Resolution and Negotiation Skills Introduction **or** Advanced **or** Supervisors/Managers
3. Cultural Diversity Training
4. Exploring Urban Aboriginal Issues
5. Mental Health – An Overview **or** Mental Health Part II **or** Youth Mental Health and Addictions
6. Motivational Counselling Techniques Introduction **or** Advanced
7. Substance Use — Introduction **or** Advanced
8. Working and Developing Programs for FASD Children, Youth and Adults **or** Hidden Disabilities
9. Ontario HIV and Substance Use Training Program (two-day training)

* Standard First Aid And CPR –Two-Day Certification is valid for three years. Individuals may then re-new their Standard First Aid and CPR Certification with a one-day Re-certification, which is valid for three years. Heartsaver CPR skills are refreshed annually, as per the Heart and Stroke Foundation of Ontario recommendations. Those seeking to renew an expired Standard First Aid and CPR Re-certification must take the Standard First Aid and CPR Two-Day Certification.

* Non-Violent Crisis Intervention CPI **and** Understanding and Managing Aggressive Behaviour (UMAB) are valid for one year. Defusing Hostility – Crisis Intervention with the Hostile and Aggressive Individual is valid for 16 months. Individuals may then re-new their crisis prevention training with a one-day or half-day refresher.