DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF AGING AND ADULT SERVICES
OFFICE OF THE STATE LONG-TERM CARE OMBUDSMAN

COMMUNITY ADVISORY COMMITTEE
ORIENTATION TRAINING STATUS

Applicant's Name: Loretta Welcher **Quarter:** Spring
Regional Ombudsman's Name: Michele Francois
Region: E **County:** Burke
Date: March 31, 2026
County Committee: ☐ Adult Care Home ☐ Nursing Home ☒ Joint
Beginning Date of Orientation Training: April 7, 2026

Assigned Group: Group A

Week	Group A ☒ Tuesday - Friday 10:00 a.m. - 4:00 p.m.	Group B ☐ Tuesday, Wednesday, Thursday 5:30 p.m. - 7:30 p.m.		
1	April 7, 2026 April 8, 2026 April 9, 2026 April 10, 2026	April 14, 2026	April 15, 2026	April 16, 2026
2		April 21, 2026	April 22, 2026	April 23, 2026
3		April 28, 2026	April 29, 2026	April 30, 2026

Applicants are expected to complete all of the Community Advisory Committee (CAC) Orientation training before being certified, designated, and appointed as a CAC volunteer/member. The training consists of three phases in the following order:

Phase I	Phase II	Phase III
Independent Study	**Field Work Orientation**	**Classroom Orientation**
(7) hours of independent study/homework (independent, web-based, webinars)	(10 – 14) hours of facility visitation to speak with staff members and residents of the facilities you will be serving. At least half, (5 – 7) hours of Facility visitation must be completed prior to entering Phase III of training. **All facility hours must be completed before the end of Phase III.**	(16 – 20) hours of State Office classroom orientation 1. Modules 1 – 10 2. Depending on Group Schedule selections available, classes can run from 1 – 3 weeks.

As a CAC applicant, an attestation form was signed expressing orientation training must be completed within 90 days of application. Below is a summary of your application status. By signing this form, you are agreeing to perform your required duties as a CAC ombudsman volunteer and that you understand your responsibilities as a representative of the Long-Term Care Ombudsman's program. You are now ready for appointment by your local County Commissioners.

Summary: You have successfully completed the required 36-hours of CAC orientation training. Congratulations on becoming a CAC volunteer!

Application Status: Approved

CAC Applicant's Signature: Loretta S Welcher DATE: June 4, 2026
SLTCO Trainer's Signature: Shelia C. Ward DATE: 6/4/2026

Updated: 3/31/2026