

TO: Advocate Health Midwest Contractors/Business Partners  
FROM: Austin Rennick, Advocate Health, Associate VP Facilities  
DATE: December 1, 2024  
SUBJECT: 2025 Mandatory Contractor Training

Contractors are expected to follow safe work practices following their company and Advocate Health safety programs. Contracting partners are responsible for ensuring that proper work-place safety is adhered to by their tradespeople and/or sub-contractors.

To ensure a safe environment, we require our contractors and their tradespeople and/or sub-contractors to complete a computer-based training (CBT) module and review our 2025 Contractor Guidelines Handbook. Training must be completed prior to any work performed at Advocate Health Campuses. This training is an annual requirement.

**2025 Computer-based Training (CBT):** Available for completion beginning 12/1/2024. Click the link below or scan the QR code to get started, registration is not required. Allow 35 minutes to complete.

<https://360.articulate.com/review/content/f2b9d60e-89dc-4a5d-827b-7aff5718edd8/review>

Following the completion of the course and attestation, an electronic certificate will be issued which will be valid until December 31, 2025. **Contractor Partners are responsible to maintain current personnel lists, training records and vaccination records.**

- Validation of course completion will be completed as follows:
  - ✓ Contractor must print the certificate and bring it to the work site for issuance of a name badge by Public Safety or by the AH project manager. A snapshot of the certificate using a cell phone is acceptable when the original certificate is on file at the contractor's business office.
  - ✓ Requesting project manager/department leader will validate during initial project meetings and during weekly safety rounding

**2025 Contractor Guidelines Handbook:**

- The attached Contractor Guidelines Handbook supports the information found in the CBT. Contracting partners must provide this information either electronically or in print to their tradespeople/sub-contractors.

Non-conforming issues related to this process found prior to the start of any project or during the project will result in work stoppage until training is complete.

Please direct questions to [AAHContractorGuidelines@aah.org](mailto:AAHContractorGuidelines@aah.org).

Thank you,

Austin Rennick  
Advocate Health, Associate VP Facilities

