

On-Going Training Documentation

Name of Employee _____ Date of Employment _____ Record for training year beginning _____

Training Hours Required _____ Training Hours Brought Forward _____

Training Date	Number of Training Hours Received	Topic	Instructor	Sponsor

(If applicable: For every three hours of countable technical assistance received, one hour may be counted towards annual on-going training requirements and cannot exceed fifty percent of the total hours required. For additional clarifying information see child care rule: .1103; .1703)

(attach documentation of attendance, agendas, etc. for each training event)