Staff Training Record

(Make one copy for each staff member)

Program Name: _____ **Date:** _____

Directions: Directors should keep a "Staff Training Record" sheet for each staff member. This will assist you in keeping track of the training opportunities of each staff member. Accompanying documents should be in the personnel file including the certificate and signature of presenter or origin of organization issuing the certificate. The date and director's signature should be included with each training experience. *This form needs to be completed prior to the fall inspection and must have training documents attached.*

Staff Member: _____

Date	Subject	Agency/Trainer	Hours/ CEUs	Director's Signature