Staff Training Record

(Make one copy for each staff member)

Program Name: _____ School Year (July-June): _____

Directions: Directors are to keep a "Staff Training Record" sheet for each staff member. Accompanying documents are to be in each employee's personnel file including the certificate and signature of presenter or origin of organization issuing the certificate. The date and director's signature are to be included with each training experience. *A new form is to be completed each school year prior to the fall inspection and training documents are to be readily available if requested.*

Staff Member: _____

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