

PERSONAL CARE FORMS INSTRUCTIONS

Form Name: Training Recording Log (Policy Section 517.4)

Purpose: To track compliance with employee training.

- The employee may record on the form directly. However, the trainer must also sign to verify training has been completed and verified. If the same trainer provided all the training sessions listed on the log, then the trainer may sign the form only once.
- Enter the training topic, location of the training and method. Examples of method: Classroom, internet, etc.
- Enter start and stop times. This is to ensure that the training itself was an adequate length of time. Example: CPR or First should take more than 10 minutes. This will also serve to track the four hour annual training requirements. This requirement applies only to in-person training.
- **Verification:** Describe how you are verifying that the training actually occurred. Examples: Training Certificate, copy of CPR card, etc. This also includes observation of competency exam to ensure the employee actually took the test and no one else took the test for them.
- Training documentation for internet based training must include the person's name, the name of the internet training provider and either a certificate or other documentation proving successful completion of the training.