

IN-SERVICE TRAINING RECORD CHILD CARE FACILITY

Employee Name: _____
July 1, 20__ through June 30, 20__

A new log is required each fiscal year (July 1-June 30) for the purposes of documenting annual in-service training and copies of supporting documents (i.e., certificates, training transcripts, diplomas, agendas) must be attached. Additional copies of this log may be printed as needed.

NOTE: Supporting documentation is not required for state approved courses taken as in-service training. The signature of the trainer is sufficient to document course attendance.

Date	Subject	Agency and Trainer	# Of Hrs (or CEU)	Signature of Trainer or Signature of Director/Owner/Operator