

AGED AND DISABLED WAIVER FORMS INSTRUCTIONS

Form Name: Training Recording Log (Policy Section 501.3.8)

Purpose: To track compliance with employee training.

- The employee may record on the form directly. However, the trainer (or employer for Personal Options) must also sign to verify training has been completed and verified.
- 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.
- **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.
- For internet training, list the name of the internet training provider and the name of the training.
- If the same person provided all training sessions listed on the form, trainer can sign the form one time and draw a line down through rest of signature lines to indicate all were completed by that trainer. Employee will still sign his/her name on each signature line.