Futures Explored, Inc.
ALIVE, VTE, GARDEN

STAFF TRAINING LOG

Employee _____ **Title** _____

All staff are required to receive and document a minimum of 8 hours of training per year. All Directors & Coordinators are required to receive and document a minimum of 30 hours of continuing education every 24 months of employment.

After a training, the employee fills in the Staff Training Log. Trainings to be listed on the Staff Training Log include: Health & Safety trainings, inservices, online trainings, community trainings (including RCEB, Agnews), conferences, seminars, provider meetings (DD Council, PVAC, etc.), books, and/or other training curriculum. If the training takes place outside of the agency, the employee also completes the Outservice Training Report. Outservice Training Reports come to Futures right after the training, with attachments. Staff Training Logs are due at the end of each calendar year. If an employee transfers to another department/site, their Staff Training Log must be forwarded to their new supervisor by their former supervisor. Note: Trainings over $25.00 are to be approved by the Executive Director. Trainings over $100.00 per employee per year to be approved by supervisor and the Executive Director.

Date	Training Title/Description	# H&S Hours	# Training Hours	Presenter
	TOTAL HOURS!!			

Employee _____ **Date** _____