

## CHILD CARE PROVIDER TRAINING LOG

*Training Documentation Instructions (Delete before use): Tracking of Annual Training: The number of hours per year is required in rule. "Year" may be the calendar year or may be the employee year (begin effective date of hire) or may follow the license/certificate date, but whatever method is chosen needs to be consistently followed for every employee. Please keep this form on file for your licensing specialist to review annually.*

*Training topics shall be related to child care, child development, and/or operating a child care. Approved forms of training include workshops, online course, Child Care conferences, college courses, Child Care Licensing forums, and participation in Communities of Practice and/or onsite technical assistance through Maine Roads to Quality. CPR and First Aid training are not included in the annual training requirement for Family Child Care Providers.*

Provider or Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Required Annual Hours: \_\_\_\_\_

Date of Training	Title of Training	Trainer/ Source	Content	Training Hours	Running Total Annual Hours