

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 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, and participation in Communities of Practice and/or onsite technical assistance through Maine Roads to Quality.

*** Proof of completion must be attached (as applicable).**

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