

CONTINUING EDUCATION RECORD – INDEPENDENT READING / VIDEO VIEWING

Use of form: Use of this form is voluntary. It is used to document web-based training or each child care-related book, article, or video pertaining to the population served by the facility that is read / viewed as part of an employee's continuing education (CE) effort. **Level 1 (Regular) Certified Operators** – Certifying agencies may allow up to 5 hours of independent continuing education per year.

Instructions: The provider or employee must complete a separate form for each book / article read or video / web-based training viewed. Place completed form(s) in the employee's file for the licensing specialist or certification worker to review.

EMPLOYEE INFORMATION

Employee Name

Position Title

Full time
 Part time

BOOK OR ARTICLE

Title

Date published

Author

Number of Pages

Actual amount of time spent reading

Date you completed reading the material

VIDEO OR WEB-BASED TRAINING

Title

Length (Minutes)

Name of Presenter

Date you viewed the material

SELF ASSESSMENT

List two things you learned from your reading or viewing.

List two ways your viewing or reading has improved your facility and / or your ability to provide care to the population served by your facility.