**Child Welfare Continuing Education Record – Independent Reading / Video Viewing**

**Use of form:** Use of this form is voluntary. It is used to document reading and/or viewing educational materials that do not result in a certificate of completion of each child welfare related book, article or video or web-based training pertaining to the population served by the facility as part of an employee’s continuing education (CE) effort. This form may be used to show compliance with DCF 57.16(5)(d). Independent reading and watching of educational materials may be counted for up to 5 hours of CE per year out of the 24 hours required for each staff member.

**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 representative to review.

|  |
| --- |
| **EMPLOYEE INFORMATION** |
| Full Name (Last, First, Middle)      |
| Position Title      | [ ]  Full time[ ]  Part time |
| **BOOK OR ARTICLE** |
| Title      | Number of pages      |
| Author Full Name      | Date published (mm/dd/yyyy)      |
| Amount of time spent reading (Hours/Minutes)      | Date reading material was completed (mm/dd/yyyy)      |
| **VIDEO OR WEB-BASED TRAINING** |
| Title      | Length (Hours/Minutes)      |
| Full Name of Presenter / Trainer      | Date viewed (mm/dd/yyyy)      |
| **SELF ASSESSMENT** |
| List two things you learned from material viewed or read:      |
| List two ways the material viewed or read can improve your facility and / or your ability to provide care to the population served by your facility:      |