**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.

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| **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.      |