

CONTINUING EDUCATION RECORD – INDEPENDENT READING / VIDEO VIEWING

Use of form: Use of this form is voluntary. It is used to document web-based training that doesn't result in a certificate of completion 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. **Group Child Care Centers** – Independent reading and watching of educational materials may be counted for up to 5 hours of CE per year for each person required to have 25 hours of continuing education, and up to 2.5 hours of CE per year for each person required to have 15 hours of continuing education. **Family Child Care Centers and Group Foster Homes** – Up to 5 hours of independent reading or watching educational materials may be used to meet annual CE requirements. **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 to review.

EMPLOYEE INFORMATION

Name – Employee	Position Title	<input type="checkbox"/> Full time <input type="checkbox"/> Part time
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BOOK OR ARTICLE

Title		Author	
Date published	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.