

Professional Standards Training Log

EMPLOYEE NAME & TITLE _____ Required Hours of Training per Year _____

Hiring Date _____

Institution/School District & Site _____ School Year Training Applied to _____

| Key Areas | Key Topics | Training Title / Subject | Completion Date | Creditable Training Time (Length in hours, minutes) | Total Hours This Page |
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Annual Training Standards Training must be job-specific and is intended to help employees perform their duties well. Training needs are best assessed by an employee in consultation with their manager, director, or State agency. Training may be obtained in many ways, such as in-person, online, through local meetings, webinars, conferences, etc. Supporting documentation for all completed trainings (i.e., agendas, sign in sheets, certificates of completion, etc.) must be maintained on file.