End of Year Training Record

(July 1, 20_____ through June 30, 20_____)

A new End of Year Training Record is required each year (July 1 – June 30) for the purpose of documenting in-service training hours.

Provider	**Director/Owner**	**Date Completed**

Staff	Hire/Start Date	Is this Staff new to Child Care? (Y / N)	Highest Education Completed: (HS, FCCP, EC Degree)	Training Hours Required	Training Hours Completed	Core Competency Requirement Met? (Y / N)	Training Hours Complete? (Y / N)
Jane Doe (Sample)	6/12/10	N	HS	20	26	Y	Y