Part 3. Staff Training Reports (Continued)

Individual Staff Training Report

This form is used to report each staff member's continuing education and qualifications. Continuing education must fall within the past accreditation year. Please refer to the Teacher Qualifications section of the NECPA Standards book to ensure each staff member meets the necessary requirements. ***ALL FIELDS MUST BE COMPLETED FOR APPROVAL**

Name of Staff Member:			
Date of Hire:	**Date of Birth or Age:**	**Work Schedule**: _____ AM/PM **To** _____ AM/PM	
Position (*Select One*): ☐ Director ☐ Lead ☐ Assistant ☐ Aide/Floater Other:			
Highest Degree or Credential Completed:	**Major Field for Degree**:	**# of ECE/ ECD Credits**:	**Years of Experience:**

Training Topic	Type of Training (Conference, workshop, college class, public school in-service workshop, in-center training)	Date Training Completed	Number of Hours
		TOTAL Number of Training Hours	

Copyright © 2019 The NECPA Commission, Inc.