

Family Time Staff Training

20 hours of training needs to be completed within 6 months of hire for each staff. Please record the type of training and duration of training in the spaces below for each employee. Attach supporting paperwork or additional trainings completed past the 6 month benchmark. Sign and date below when the 20 hour minimum has been reached.

Employee Name: Date of hire:			
	Date(s):	Type of Training(s):	Duration of training(s):
1 st Month			
2 nd Month			
3 rd Month			
4 th Month			
5 th Month			
6 th Month			

Staff signature _____ Date _____

Staff Supervisor's Signature _____ Date _____