

Caregiver Training Log

Name: _____

License Year: _____

It is required to document initial contact and training and ongoing training. This document is an optional form to track that information.

Definitions	
Caregiver	<ul style="list-style-type: none"> ▪ 18+-year-old who meets the qualifications in part 9555.6125, and gives care to a resident in an adult foster home. ▪ Training hour requirements are based on years of experience: <ul style="list-style-type: none"> • Caregivers with 0-5 years of experience must complete 12 hours of training per year. • Caregivers with 6+ years of experience must complete 6 hours of training per year.
Substitute	<ul style="list-style-type: none"> ▪ 18+-year-old who works in the program with the license holder absent. ▪ Exempt from ongoing training hours if working less than 30 cumulative days in 12 month period or work 8 hours or less a week.
Volunteer	<ul style="list-style-type: none"> ▪ Training hour requirements are based on years of experience and/or hours/days worked as stated above
License Year	<ul style="list-style-type: none"> ▪ Your license year begins on the date of your license and ends at the expiration of your license.

Initial Tracking			Ongoing Training	
ALL Individuals who work/volunteer in a program			License Year _____ - _____	
Date	Taken prior to working	Frequency	Ongoing Date Taken	Hours
	NETStudy Submission (initial only unless absent for 120 days)	Initial only		
	NETStudy Clearance	Initial only		
	DHS Vulnerable Adult Mandated Reporter Training	Annually		
	Medical Monitoring Equipment Training (if required)	If changes		
	Review of MN Rule 9555 and MN Statute 245D	If changes		
	Program policies incl drug & alcohol –license holder provides	Annually		
	Review of PAPP	Annually		
	Date of first direct contact	Initial only		

ALL Caregivers/Substitutes/Volunteers with 6+ years experience			6 hours on-going training required	
Date	Training	Hours	Ongoing Date Taken	Hours

ALL Caregivers/Substitutes/Volunteers with 0-5 years experience			12 hours on-going training required	
Date	Training	Hours	Ongoing Date Taken	Hours
			TOTAL hours training	