



## Continuing Education Hours Documentation Form

Name (print): \_\_\_\_\_

Direct Care Workers and select administrative staff are required to complete at least 6 hours of training hours per year, based on their date of hire; However, everyone hired prior to 10/1/2012 will have a due date of October 1<sup>st</sup> annually. Training hours documentation must be submitted to the UCPSA office to meet the requirements for continued employment. All training opportunities must be pre-approved by the agency to ensure they meet certain requirements. This form is to be used to document each time training hours are completed. Please attach any certifications or relevant paperwork related to the hours completed if applicable.

### Training Hours completed:

Training  Orientation  Conference  Other

### Description (Source):

\_\_\_\_\_  
\_\_\_\_\_

### One thing that stood out the most or that was most relevant to my position was:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ attest that \_\_\_\_\_ continuing education hours were  
(first and last name) (number of hours)  
completed on \_\_\_\_\_ that directly relate to my position as a caregiver.  
(date)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Administrative staff only:

- Hours approved – HR signature: \_\_\_\_\_
- Copy to HR training file
- Copy to DCW