

Continuing Education/Training Tracking Record

School Year: _____

Contracting Entity (CE) Name: _____ CE Identification Number (CE ID): _____

Site Name: _____ Site Identification Number (Site ID): _____

Employee Name: _____ Position: _____ Required Hours: _____

Hiring Date: _____

Continuing Education/Training Details								
Date of Activity	Amount of Time	Location	Presenter/ Trainer & Organization	Categories/ Topics/Subtopics/ Objectives (Numbers from Chart)				Approved By
				Category#(s)	Topic#(s)	Subtopic#(s)	Objective#(s)	
Total Hours for the School Year								
Total Hours Food Safety for the School Year								

Directions: Continuing Education/Training Tracking Record

Purpose

To provide a tool for contracting entities (CEs) to track continuing education/training activities.

The program director, site manager, support staff, or individual employee may be assigned responsibility for completing this record and attaching relevant documents.

Records Retention

This form and attached copies of agendas, attendance certificates, or other documentation are intended to assist CEs in tracking continuing education/training.

[NOTE: Records may be kept at the site level or the CE-level. There are a variety of ways that CEs can retain the necessary documentation for employee continuing education/training such as the following strategies:

- File folder for each employee that contains the tracking record and all related documentation.
- Notebook for each employee that contains the tracking record and all related documentation.
- Electronic folder for each employee that contains an electronic version of the tracking record and scanned copies of all related documentation.]

It is the CE's responsibility to ensure that all staff meet the requirements related to their positions and to maintain records demonstrating compliance with these professional standards. If an employee leaves the CE employment, the CE is still required to keep the records for the appropriate period of time.

CEs may adapt this form to meet the unique needs of the CE; however, the CE should include all of the information collected by this form to ensure compliance with the professional standards.

Financial Records. CEs should review the records retention requirements for allowable costs in *Section 16, Financial System* to determine the documentation requirements for expenses related to continuing education/training.

Food Safety Records. Since program directors must attend 8 hours of food safety training every 5 years, care should be taken to ensure that food safety training records are retained to document this requirement even if other records are eligible to be destroyed.

Recommended Review of Individual Employee and All Employees Continuing Education/Training

The effectiveness of the school nutrition program depends on the effectiveness of the staff. To ensure that employees are participating in the most appropriate continuing education/training activities, the program director or program manager should conduct periodic reviews of types and topics of continuing education/training individual employees or all employees have received.

Use This Form	
Frequency	As needed.
Required Form Format	Not required, use of form and records retention method is at the discretion of CE.
Record Retention	Public and charter schools are required to keep documentation related to SNPs for five years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for three years.

Directions:

General Information

School Year: Record the program school year in which the continuing education/training occurs. The required total number of continuing education/training hours must be completed within a school year (July 1 to June 30).

[NOTE: There is one exception to completing the required training within a single school year. The program director must have 8 hours of food safety training every five years. This training may occur as a single training activity or as several training activities spread over several school years. See *Administrator's Reference Manual, Section 25, Professional Standards* for additional information on this topic.]

Contracting Entity (CE) Name: Record the name of the CE in the designated space.

If the employee works for multiple CEs, more than one CE may be recorded in this space. However, each CE needs to retain continuing education/training activity documentation. If all CEs agree, the employee may keep one record form with attached documentation and provide copies to all CEs. If individual CEs prefer separate records, the employee should complete a form for each CE.

[NOTE: If the employee works for more than one CE, the continuing education/training hours may be applied to all CEs. See *Administrator's Reference Manual, Section 25, Professional Standards* for additional information on this topic.]

CE Identification Number (CE ID): Record the CE's ID number(s) in the designated space.

Site Name: Enter the site name in the designated space.

If the employee works at multiple sites within the same CE, record the name of all sites in this space, or the employee may use a different form for each site.

[NOTE: See the note for *Contracting Entity (CE) Name* for additional information how to use this form if the employee works for more than one CE.]

Site Identification Number (Site ID): Record the site identification number(s) in the designated space.

Employee Name: Record the name of the employee in the designated space.

Position: Record the employee's position in the designated space.

An employee that works at more than one CE or site must obtain the number of hours required for the highest position. If one form is used by an employee working at multiple CEs or sites, the highest position should be recorded in the blank. See the *Administrator's Reference Manual (ARM), Section 27, Professional Standards* for more information on each position type.

Required Hours: Record the number of hours of continuing education/training the employee is required to attend.

An employee that works in more than one CE or site must obtain the number of hours required for the highest position. See the *Administrator's Reference Manual (ARM), Section 27, Professional Standards* for more information on the requirements for each position type.

Hiring Date: Record the date the employee was hired in the designated space.

Continuing Education/Training Details

Date of Activity: Record the date on which the continuing education/training activity took place in the designated space.

If the training took place over multiple dates, separate rows may be used for each date or dates may be combined into one row.

Amount of Time: Record the total amount of time indicated for continuing education/training activity for the date(s) in the designated space.

The amount of time recorded in this box must be the time the individual participated in actual learning activities. Non-learning time such as breaks or check-in activities are not included in the amount of time.

Location: Record the location for the continuing education/training activity in the designated space.

If the training took place in multiple locations, separate rows may be used for each location or locations may be combined into one row.

Presenter/Trainer & Organization: Record the names of presenters/trainers and their organizations for the continuing education/training activity.

If the continuing education/training activity is a series of conference sessions, the CE may find it easier for employees to reference an attached agenda for details on the presenters/trainers & organizations.

Categories/Topics/Subtopics/Objectives: Use the *Learning Categories, Topics, Subtopics, and Objectives by Code Chart* to identify the categories/topics/subtopics/objectives for the continuing education/training activity.

A single continuing education/training activity may have one or more categories, topics, subtopics, or objectives.

This form is designed for the user to record codes from the *Learning Categories, Topics, Subtopics, and Objectives by Code Chart* which is located in *Administrator's Reference Manual (ARM), Section 27 Professional Standards* for these columns; however, the CE has the option to record the full titles, categories, topics, and subtopics and the stated objectives.

Approved By: Record the name or initials of the employee who approves continuing education/training activities.

The CE may also add the date of the approval.

Total Hours for the School Year: Record the total hours of all continuing education/training for the school year in the designated space.

At the end of the school year (June 30), each employee must have met or exceeded the number of required continuing education/training hours.

Total Hours Food Safety for the School Year: Record the total hours of food safety training the employee received for the school year in the designated space.

The program director is required to have 8 hours of food safety training every 5 years.