

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.

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| Definitions |
| Caregiver | * 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:
	+ 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.
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| Substitute | * 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.
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| Volunteer | * Training hour requirements are based on years of experience and/or hours/days worked as stated above
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| License Year  |  |

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| 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 |  |

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| ALL Caregivers/Substitutes/Volunteers with 6+ years experience 6 hours on-going training required |
| Date | Training | Hours |  | Ongoing Date Taken | Hours |
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| ALL Caregivers/Substitutes/Volunteers with 0-5 years experience 12 hours on-going training required |
| Date | Training | Hours |  | Ongoing Date Taken | Hours |
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|  |  |  |  | TOTAL hours training |  |

# Updated 11/21/2023