

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 | |
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| 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 <u>prior</u> 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 |
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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 | |

