

Chapter: Training and Staff Development
Title: Records and Reports

Effective Date: 12/1/11
Page: 1 of 3
New

ACA Standard(s): N/A

(a) **Policy.**

All appropriate training that is reported is recorded.

(b) **Rules.**

(1) **Non-Agency Sponsored Training.**

- (A) Every employee is responsible for informing the designated training specialist of training completed outside of the agency. This is to be accomplished within three (3) working days after completion of the training.
- (B) The training specialist ensures that the training is appropriately recorded on the individual training record.

(2) **Agency Sponsored Training.**

- (A) Each agency training specialist and adjunct trainer is responsible for recording each session he/she presents and each trainee in attendance on the Training Sign-In Sheet form, TRN-955. The adjunct trainer submits the record to the training specialist.
- (B) The training specialist maintains the records for later reporting. See PRS.39.01.
- (C) Individual training records are updated from the TRN-955.

(3) **Agency Training Reports.**

- (A) Training specialists submit monthly training reports on training in their assigned areas to the director of staff development or his/her designee and the local administrator. This report is due the 10th working day of the month following the reporting period (e.g. January report is due the 10th working day of February).
 - (B) Quarterly, the training specialists compile and submit to the director of staff development or his/her designee a training status report by facility or program and region. This report is due the 10th working day of the month following the end of the reporting quarter (e.g. September – November statistics are due the 10th working day of December).
 - (C) Quarterly, the director of staff development compiles and submits a status report to the Staff Development Administration Board.
-
-