

NAFCC Accreditation Training Record



Provider Name:

Workshops

Date	Title of Training	Workshops							Presenter Name	# of Hours	Total Hours
		2 Hours or Less- 28 Hours Maximum	2 Hours or Less- Part of a Series	More Than 2 Hours	Taught by Candidate	Continuing Education Units	College Courses	Degree			
Totals									Totals		

NAFCC Training Core Competency Log: List the date of training and the hours under the most appropriate Core Competency

Date of Training	Relationships, Interactions, and Guidance	Child Growth and Development	Learning Environments and Curriculum	Health, Safety, and Nutrition	Assessment and Screening	Special Needs and Inclusion	Professional and Business Practices
Totals							

Please follow these instructions to ensure you receive full credit for the training you are submitting.

- 1 Refer to the training requirements.
- 2 List training in date order according to the date training was completed.
- 3 *When listing a training series, list the whole series together in date order, then continue with the rest of your training in date order.
- 4 Include the hours in the appropriate category. Do not submit more than 28 hours of workshops that are 2 hours or less.
- 5 Copies of training certificates, college transcripts (unofficial is acceptable), and degrees must be included with the training record.
- 6 Make sure your training documents have your name and the date of the training.
- 7 Place training certificates and transcripts in the order they are listed on the training record.
- 8 If you are listing an eligible college degree, list the year obtained, the name of the college and state and what it is in.
- 9 Use two lines if you need more space to write the title, but do not write the date or hours twice.
- 10 Complete the Core Competency Log

Sample Training Record

Date	Title of Training	Workshops							Presenter Name	# of Hours	Total Hours
		2 Hours or Less- 28 Hours Maximum	2 Hours or Less- Part of a Series	More Than 2 Hours- Approved Agency	Taught by Candidate	Continuing Education Units	College Courses	Degree			
1995	B.A. ECE Humboldt State Univ., CA							42		45	45
Fall 2017	Curriculum Development For Early Educators							45	Dana Alloway	45	90
2/7/2017	Basic Specialized Care part 1*		2						Phyllis Linder	2	92
2/14/2017	Basic Specialized Care part 2*		2						Phyllis Linder	2	94
2/21/2017	Basic Specialized Care part 3*		2						Phyllis Linder	2	96
3/10/2017	My Pyramid	2							Elma Clemons	2	98
4/17/2017	Taking Lead'ship as Informal Parent Educators	1.5							Misty Ward	1.5	99.5
5/27/2017	Enhancing Infant/Toddler Programs			6					Kim Smith	6	105.5
6/20/2017	Building and Maintaining Healthy Relationships	2							Sara Shuster	2	107.5
1/15/2016	Environments That Inspire	1.5							Kathy Martin	1.5	109
4/30/2016	Family Child Care Management			11					Donnetta Reid	11	120
Totals		7	6	17		0	45	42	Totals	120	120

*When 2 hour or less workshops are taken in a series that together total more than 2 hours they do not count as part of 28 hour maximum.