

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Training Attendance Log
Revised: February 27, 2003

REGULATION REFERENCE:

Head Start Self Assessment

NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs, revised edition

POLICY:

A training sign-in form with attached agenda will be maintained for all training sessions.

PROCEDURE:

1. The individual organizing the training session will obtain Training Attendance Log forms (one per county) from the Assistant Director for Admin./Career Dev. and fill in:
 - Date:
 - Location: Where the training is held
 - Topic: Title of the training
 - Presenter
2. Each participant will sign his/her name on appropriate sheet.
3. At the end of the session, the staff member organizing the training session will attach the documents such as agenda and handouts to the "Training Attendance Log" forms and submit it to the Asst. Dir. for Admin/Career Dev. by Friday of that week.
4. The Asst. Dir for Admin/Career Dev. will maintain the information on each staff member in a centralized T/TA file. Subsequent reports will indicate training participation for each staff member.