Part 3. Staff Training Reports (Continued)

All Staff Training Report

This form is used to summarize the continuing education hours of all staff members working with children, including the director If a staff member is not currently FA/CPR certified and has a scheduled FA/CPR class for a future date, it must be noted on a **Professional Development Plan** or by submission of class registration.
Please make copies of this report as necessary.

Name of Staff Member	For NECPA Office Use Only *Do not mark the fields below				First Aid Expiration Date	CPR Expiration Date	Date of Hire	Total Number of Hours
***Example**: Jane Smith*	FA / CPR	NEW	PD	QUAL	*10/15/18*	*10/15/18*	*06/01/16*	*24*

Total Number of Staff Regularly Working with Children*	
*Please Note: Must match the number of staff reported on item **"A"** of the **Staff Update** form on page 5.	

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