BEACON Specialized Living

Training Summary Form

I. Employee: Mark Winters

Topic: Vulnerable Adult Act and Maltreatment of Minors – Policy Review

Credit Hours: 0.5

II. Description of Training Content:

Review and instruction on 245D requirements and company procedures for reviewing and reporting Vulnerable Adult Act and Maltreatment of Minors.

III. Training Procedures:

Training Format	Instructional Methods
____ Self Study	X Written: Vulnerable Adult Act and Maltreatment of Minors Policy Review
____ Individualized Training	____ Video/DVD : ____
____ Supervisory Meeting	____ Oral Presentation and Dialogue
____ Team Meeting	____ Guided Observation
____ Inservice	____ Guided Practice
____ Other:	____ Other: ____

IV. Date(s): 2.3.2020 (M/D/Y)

Trainer/Position: H.R. Director

Time(s): 9:30 Am - 10 Am (AM or PM)

Trainer Signature: [signature]

Location(s): Main office

Employee Signature: [signature]

Training hours need to be recorded by employee on corresponding timecard for reimbursement and training documentation purposes. Employees are encouraged to keep a copy of this verification for their personal records.