



Training Summary Form

I. **Employee:** Jonathan Young **Topic:** Incident and Emergency Reporting **Credit Hours:** 21

II. Description of Training Content:

Review and instruction on 245D requirements and company procedures for responding to, reporting and review of incidents and safety/emergencies, including implementation of staff responsibilities. Opportunity for questions and answers.

III. Training Procedures:

Training Format

☒ Self Study
☒ Individualized Training
☒ Supervisory Meeting
☒ Team Meeting
☒ Inservice
☒ Other:

Instructional Methods

☒ Written: Incident Policy and form
☒ Video/DVD :
☒ Oral Presentation and Dialogue
☒ Guided Observation
☒ Guided Practice
☒ Other:

IV. **Date(s):** 02-17-20 **Trainer/Position:** L-DSP
(M/D/Y)

Time(s): 2:30 pm - **Trainer Signature:** Mary Ann Vogel
(AM or PM)

Location(s): Melbrick House **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.