

### Training Summary Form

I. **Employee:** John Rough **Topic:** Incident and Emergency Reporting **Credit Hours:** 2 hrs.

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:**

<b>Training Format</b>	<b>Instructional Methods</b>
<input checked="" type="checkbox"/> Self Study	Written: <u>Incident Policy and form</u>
<input checked="" type="checkbox"/> Individualized Training	Video/DVD: _____
<input checked="" type="checkbox"/> Supervisory Meeting	Oral Presentation and Dialogue _____
<input checked="" type="checkbox"/> Team Meeting	Guided Observation _____
<input checked="" type="checkbox"/> Inservice	Guided Practice _____
Other: _____	Other: _____

IV. **Date(s):** 2/16/2020 **Trainer/Position:** MaryAnn Vogel L-DSP  
(M/D/Y)

**Time(s):** 1 PM - 3 PM **Trainer Signature:** MaryAnn Vogel  
(AM or PM)

**Location(s):** Melville **Employee Signature:** John

**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.**