

Training Summary Form

I. **Employee:** Mohammed Nassar **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

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

Instructional Methods

Written: Vulnerable Adult Act and Maltreatment of Minors Policy Review
 Video/DVD: _____
 Oral Presentation and Dialogue _____
 Guided Observation _____
 Guided Practice _____
 Other: _____

IV. Date(s):

2/10/20
 (M/D/Y)

Trainer/Position: _____

Time(s): _____

(AM or PM)

Trainer Signature: [Signature]

Location(s): _____

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.