



## Training Summary Form

I. Employee: SARA KUDSEN 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):

02/05/2020  
(M/D/Y)

Trainer/Position:

Time(s):

10 P. 11 P.  
<sup>30</sup>  
(AM or PM)

Trainer Signature:

Location(s):

E.S. H.

Employee Signature:

SARA KUDSEN

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.