



Training Summary Form

I. **Employee:** RANDY SIDENOR **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):** 3/5/20
(M/D/Y)

Trainer/Position: DC

Time(s): 730-8p.
(AM or PM)

Trainer Signature: [Signature]

Location(s): Salem Green Hub

Employee Signature: [Signature]

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