



## Training Summary Form

I. **Employee:** Mohammed M. Saeed **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 **Trainer/Position:** DC  
(M/D/Y)

**Time(s):** 9 AM - 9:30 AM **Trainer Signature:** [Signature]  
(AM or PM)

**Location(s):** Salem Green Hub **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.