



Training Summary Form

I. Employee: July Abern

Topic: ADP AND NEXTSTEP 137 Credit Hours: 50

Done on clock

II. Description of Training Content:

ADP – New employees learn how to log on to ADP, how to create a new account, and use the timecard functions.

Adaptive Care – New employees learn how to log on to Adaptive Care and use the features that are currently deployed at Owakihi.

III. Training Procedures:

Training Format

Individualized Training _____
Team Meeting _____
Owakihi Inservice x _____
Other: _____

Instructional Methods

Written: _____
Oral Presentation and Dialogue _____
Guided Observation _____
Guided Practice _____
Other: _____

Demonstrated Competency

Knowledge Testing (Quiz) _____
Observed Skill Assessment _____
Other: _____

IV. Date(s): 5/14/20

(M/D/Y)

Time(s): _____

(AM or PM)

Trainer/Position: _____

Trainer Signature: _____

Employee Signature: _____

I understand the information received and my responsibilities for implementation with this company and persons served.

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.

SCANNED
7/22/20