



Training Summary Form

I. **Employee:** Vicki Kretsch 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):** 8/28/2020
(M/D/Y)

Trainer/Position: DM

Time(s): _____
(AM or PM)

Trainer Signature: [Signature]

Location(s): Kodak

Employee Signature: Vicki Kretsch

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.