**CONTINUING EDUCATION RECORD – INDEPENDENT READING / VIDEO VIEWING**

**Use of form:** Use of this form is voluntary. It is used to document web-based training or each child care-related book, article, or video pertaining to the population served by the facility that is read / viewed as part of an employee’s continuing education (CE) effort. **Level 1 (Regular) Certified Operators –** Certifying agencies may allow up to 5 hours of independent continuing education per year.

**Instructions:** The provider or employee must complete a separate form for each book / article read or video / web-based training viewed. Place completed form(s) in the employee’s file for the licensing specialist or certification worker to review.

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| **EMPLOYEE INFORMATION** | | | | | | |
| Employee Name | | | | | |
| Position Title | | | | | Full time  Part time |
| **BOOK OR ARTICLE** | | | | | | |
| Title | | | Date published | | | |
| Author | | | | | | |
| Number of Pages | Actual amount of time spent reading | Date you completed reading the material | | | | |
| **VIDEO OR WEB-BASED TRAINING** | | | | | | |
| Title | | | | Length (Minutes) | | |
| Name of Presenter | | | Date you viewed the material | | | |
| **SELF ASSESSMENT** | | | | | | |
| List two things you learned from your reading or viewing. | | | | | | |
| List two ways your viewing or reading has improved your facility and / or your ability to provide care to the population served by your facility. | | | | | | |