

**PARAEDUCATOR TRAINING RECORD/LOG****2019-2020**

Name \_\_\_\_\_

School \_\_\_\_\_

Topic Description	Presenter	Date	Staff Development Hours	Actual College Credits Hrs Earned
<b>Total Staff Development Hours</b>				
<b>Total College Credit Hours Earned (attach transcript, must include name, university's name, class dates, &amp; credit hours earned. Cannot be handwritten.)</b>				

An example is included on back. Please list all staff development sessions *as they occur* throughout the year. **Please send a copy of this training record/log no later than December 2, 2019 and the original completed training record/log no later than April 1, 2020 to Karen Nowlin, Central Kansas Cooperative in Education, 409 W. Cloud, Salina, KS 67401. If hours are completed by December, please send in *original log* then.** Thank you.

# EXAMPLE

## PARAEDUCATOR TRAINING RECORD/LOG

Name Bill Burns School South Middle

Topic Description	Presenter	Date	Staff Development Hours	Actual College Credits Hrs Earned
Back-to School Orientation	Mr. Adams, Principal	8/13/20xx	1.5	
Mandt - Relational	Smith/Jones	9/17/20xx	5.25	
Mandt – Technical	Smith/Jones	9/19/20xx	5.75	
Para Meeting - Attendance	Ms. Lee, Asst. Principal	9/30/20xx	.50	
English Literature	Dr. Seuss, Who University	Fall 20xx		3
<b>Total Staff Development Hours</b>			13	
<b>Total College Credit Hours Earned (attach transcript, must include name, university's name, class dates, &amp; credit hours earned. Cannot be handwritten.)</b>				3

**College credit hours must be recorded in the “actual college credit hours earned” column. Please record the # of credit hours earned for the class and it must match the college transcript. No entry needed in the Staff Development column.**

**Round to the quarter hour.**

15 minutes = .25  
 30 minutes = .5  
 45 minutes = .75

**If you need another page, please download the training log from the CKCIE website. Please do not write on back as these logs are scanned to auditors.**

**If you use "Para Meeting" or some similar topic as Staff Development, the Topic Description has to include the reason for the meeting.**