

**RECORD OF ANNUAL TRAINING**  
 Standards for Licensed Family Day Homes 22-VAC 40-111-230)

CAREGIVER'S NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

NAME OF TRAINING SESSION	NAME OF TRAINER	NUMBER OF HOURS	DATE(S) ATTENDED	NAME OF ORGANIZATION THAT SPONSORED TRAINING <small>*Attach Copy of Training Certificate</small>

- *First Aid and CPR training do NOT count toward caregivers' annual training requirements;*
- *Caregivers must receive annual training on emergency preparedness and response*
- *On the caregiver's anniversary date that falls between July 1, 2010 and June 30, 2011, the caregiver must have had 8 clock hours of annual training;*
- *On the caregiver's anniversary date that falls between July 1, 2011 and June 30, 2012, the caregiver must have had 12 clock hours of annual training;*
- *On the caregiver's anniversary date that falls between July 1, 2012 and June 30, 2013, the caregiver must have had 14 clock hours of annual training;*
- *On each of the caregiver's anniversary dates that fall after July 1, 2013, the caregiver must have had 16 clock hours of training.*