

PARAEDUCATOR TRAINING RECORD/LOG 2023-2024

Name: _____

School: _____

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

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 1, 2023 and the original completed training record/log no later than April 1, 2024 to Brandy Ankenman, 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 Title and/or 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	4	
Mandt – Technical	Smith/Jones	9/19/20xx	4	
Para Meeting - Attendance	Ms. Lee, Asst. Principal	9/30/20xx	.75	
English Literature	Dr. Seuss, Who University	Fall 20xx		3
Total Staff Development Hours			10.25	
Total College Credit Hours Earned (attach transcript, must include name, university's name, class dates, & credit hours earned. Cannot be handwritten.)				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 should be in the Staff Development column for college credit.

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.