

CONTINUING EDUCATION RECORD – INDEPENDENT READING / VIDEO VIEWING

Use of form: Use of this form is voluntary. It is used to document each child care-related book, magazine, article, DVD or video tape pertaining to the population served by the facility that is read / viewed as part of an employee’s Continuing Education (CE) effort. **Group Child Care Centers** – Independent reading and watching of educational materials may be counted for up to 5 hours of CE per year for each person required to have 25 hours of continuing education, and up to 2.5 hours of CE per year for each person required to have 15 hours of continuing education. **Family Child Care Centers and Group Foster Homes** – Up to 5 hours of independent reading or watching educational materials may be used to meet annual CE requirements.

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

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|-----------------|------------------------------------|
| Name – Employee | Date – Form Completed (mm/dd/yyyy) |
|-----------------|------------------------------------|

| Book or Magazine Article | | |
|---------------------------------|---------------|-----------------|
| Title – Book or Article | Name – Author | Number of Pages |

| Video | | |
|---------------|------------------|------------------------|
| Title – Video | Name – Presenter | Video Length (Minutes) |

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.