

Name (Please Print)	Address	City	State	Zip Code
()	()			
Phone - day	Phone - evening	Email		

Candidate must document a total of 120 clock hours, within the past 5 years, with no fewer than 10 clock hours in each of the 8 areas listed. Candidate must submit official letter (on letterhead), certificate, or transcript from the training agency or institution. Documentation of training hours must include the number of clock hours, content area, date of training session, name and address of the training agency and authorized signature(s).

Conference workshop hours are not acceptable.

Instructions for completing form: A) Print name of training/course, date of training B) Indicate total hours under clock hours. C) Indicate hours in appropriate column(s) Hours for one course/class may be divided among areas if appropriate. <i>Total hours of 8 areas on one line (C) must equal Total Clock Hours (B).</i> D) Total each column. Candidate is required to have no fewer than 10 hours in each area / column.	A) Date	B) Total Clock Hours *	C) 1. Planning a safe, healthy environment to invite learning.	C) 2. Steps to advance physical and intellectual development.	C) 3. Positive ways to support social and emotional development.	C) 4. Strategies to establish productive relationships with families.	C) 5. Strategies to manage an effective program operation.	C) 6. Maintaining a commitment to professionalism.	C) 7. Effective ways to support the development of positive values, social competence, and positive identity.	C) 8. Principles of growth and development.
A) Course / Class Title										
D) Total each column for all pages - No fewer than 10 clock hours in each of the 8 areas listed										

* Note: 1 College Credit = 15 Clock Hours

SAMPLE Suzi Smith

Name (Please Print)

3201 Southwest Trafficway

Address

Kansas City MO 64111

City

SAMPLE

State Zip Code

(816) 555-4142

Phone - day

(816) 555-1212

Phone - evening

Suzi.Smith@mcckc.edu

Email

Candidate must document a total of 120 clock hours, within the past 5 years, with no fewer than 10 clock hours in each of the 8 areas listed. Candidate must submit official letter (on letterhead), certificate, or transcript from the training agency or institution. Documentation of training hours must include the number of clock hours, content area, date of training session, name and address of the training agency and authorized signature(s).

Conference workshop hours are not acceptable.

Instructions for completing form: A) Print name of training/course, date of training B) Indicate total hours under clock hours. C) Indicate hours in appropriate column(s) Hours for one course/class may be divided among areas if appropriate. <i>Total hours of 8 areas on one line (C) must equal Total Clock Hours (B).</i> D) Total each column. Candidate is required to have no fewer than 10 hours in each area / column.	A) Date	B) Total Clock Hours *	C) 1. Planning a safe, healthy environment to invite learning.	C) 2. Steps to advance physical and intellectual development.	C) 3. Positive ways to support social and emotional development.	C) 4. Strategies to establish productive relationships with families.	C) 5. Strategies to manage an effective program operation.	C) 6. Maintaining a commitment to professionalism.	C) 7. Effective ways to support the development of positive values, social competence, and positive identity.	C) 8. Principles of growth and development.
A) Course / Class Title										
Professional Ethics in Afterschool	8/15/08	4				1	1	2		
Discipline	4/15/08	6	1	1	2				1	1
Who is in charge?	6/10/08	2			1		1			
CDCG 110 - Health, Safety and Nutrition	8/15/08	45	25		10		10			
SACERS	9/15/08	2	1						1	
Making connections with families	10/5/08	2				2				
Older Kids Clubs - How and Why	1/10/08	4						2		2
Stacking and Tossing	5/10/08	2		2						
CDCG 271 A / Documentation for YDC	5/15/08	15	2	2	2	2	2	2	1	2
CDCG 271 C / From SAC to Afterschool	5/15/08	45	6	6	5	6	5	5	6	6
D) Total each column for all pages - No fewer than 10 clock hours in each of the 8 areas listed		127	35	11	20	10	19	11	10	11

* Note: 1 College Credit = 15 Clock Hours