

Abington Township Public Library
1030 Old York Road
Abington, PA 19001

Calendar Year: _____

Employee Continuing Education Record

Effective January 1, 2000, each employee who works more than 20 hours a week will be required to complete six (6) hours of continuing education every two (2) years.

The State Library will be requesting documentation on the library's compliance with this new standard. In order to report this on our annual report, the Business Office needs to establish a method for keeping track of the training programs attended by library employees.

Please complete the following information and turn it in to the Business Office when you have completed any job-related training courses or workshops. If the training provider issues you any type of certificate of completion, please attach a photocopy of the certificate with this form. It would also be helpful to have a photocopy of the brochure or registration form for the program.

Employee Name: _____

Department: _____

Training Program Title: _____

Date Attended: _____ **Time:** _____

Training Provided By: _____

Description of Program:

What concepts learned to you expect to be able to put to use in your job?
