

**Training of Staff Members** (Sample Form)  
Residential Facility Staff  
OAC Rule 5122-30-20

**License No.:** \_\_\_\_\_

**Facility Name** \_\_\_\_\_

<b>Employee Name</b>	<b>Date of Hire</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

<b>Training Topic/Name:</b>	<b>Date of Training</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Description:

<b>Name of Trainer:</b>	<b>Qualification(s) of Trainer:</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

<b>Agency/Source:</b>		<b>Length of Training:</b>	<input style="width: 40px; height: 20px;" type="text"/>	<b>Hours</b>	<input style="width: 40px; height: 20px;" type="text"/>	<b>Minutes</b>
<input style="width: 95%;" type="text"/>						

<b>Training Topic/Name:</b>	<b>Date of Training</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Description:

<b>Name of Trainer:</b>	<b>Qualification(s) of Trainer:</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

<b>Agency/Source:</b>		<b>Length of Training:</b>	<input style="width: 40px; height: 20px;" type="text"/>	<b>Hours</b>	<input style="width: 40px; height: 20px;" type="text"/>	<b>Minutes</b>
<input style="width: 95%;" type="text"/>						

<b>Training Topic/Name:</b>	<b>Date of Training</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Description:

<b>Name of Trainer:</b>	<b>Qualification(s) of Trainer:</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

<b>Agency/Source:</b>		<b>Length of Training:</b>	<input style="width: 40px; height: 20px;" type="text"/>	<b>Hours</b>	<input style="width: 40px; height: 20px;" type="text"/>	<b>Minutes</b>
<input style="width: 95%;" type="text"/>						