



Remote Learning Log Procedure

To track training, professional development and webinar offerings Early Learning staff complete while working remotely, staff will utilize the Remote Learning Log. Staff will record online trainings, conference sessions, webinars, and trainings facilitated by program staff on their Remote Learning Log. This will allow Supervisors to have documentation of the training their staff have completed for the month and the Professional Development Program Manager to have the information needed to upload into Child Plus and for future planning.

Information staff are to record on the Remote Learning log:

- Training Provider
- Date of Training
- Title of Training
- # of training hours

Staff will email their Remote Learning Logs to their Supervisor on the last working day of the month. Supervisors will email copies to the Professional Development Program Manager to upload into ChildPlus.