

CHAPTER 14 SPECIAL EDUCATION PARAPROFESSIONAL TRAINING HOURS

Sample SCHOOL YEAR 2016 - 2017 **Sample**

Name: Tim Shorts

Supervisor: Rahy Gujjar

Program: Autistic Support

Assignment Location: LOT

Directions: Pennsylvania Chapter 14 Special Education regulations indicate the following staff development requirement for all special education paraprofessional staff: "Instructional paraprofessionals each school year, shall provide evidence of 20 hours of staff development activities related to their assignment." Use this form to document paraprofessional training hours accrued throughout the school year. Acceptable staff development activities related to your assignment may include: District or LII Sponsored Inservice Training, Online Paraprofessional Course Work, PALS Classes, PATAN Teleconferences/Video conferences, Program Meetings with Training Topics, Educational Conferences and Workshops. If you are uncertain about additional activities which may be applicable, please contact your program supervisor for pre approval.

Return this form to your program supervisor by June 1st

Date	Training	Location	Hours	Documentation Attached* Yes/No
Example: 9-14-08	PALS Session Reading Strategies for Paraprofessionals	New Oxford	2	Yes
8-22-16	CPR/1 st Aide	High School Gym	1 1/2	yes
9-20-16	Mandated Reporter Training	High School	3	yes
9-21-16	Mandated Reporter Training	Home	2	yes
9-20-16	Exceptional Children Beginning of Year Conference	High School	2	yes
10-16-16	Safety Training "Recert"	Admin Building	4	yes
2-10-17	PATAN training	see library	3	yes

*You are only required to document 20 hours total completed between July 1 and June 30th of each school year. Use the reverse side of this form as needed. You must attach supporting documentation for trainings attended. This may include course transcripts, training certificates, and/or training agendas and registrations. For online Paraprofessional courses, attach your online course transcript to document course completion.

TOTAL TRAINING HOURS: 21 1/2

My signature indicates that I have participated in all training hours indicated in this report in compliance with Pennsylvania Chapter 14 requirements for Paraprofessional staff for the school year specified. This report will be kept in my personnel file.

Employee Signature: [Signature]
Supervisor Signature: [Signature]

Date Submitted to Supervisor: 3-17-17
Date Reviewed by Supervisor: 3-21-17

SAMPLE