FREE TEMPLATE FOR TRAINING LEADS

# Staff training sign-in sheet

Fill in the session block before the session. Each person prints, signs and writes their times. The trainer fills in the last three columns and signs at the end.

**Training title or topic** _____ **Date** _____ **Start time** _____ **End time** _____

**What it covered (a summary or the objectives; attach the agenda)**

_____

**Trainer's name** _____ **Trainer's title or qualifications** _____ **Session length in hours** _____

**Training source or sponsor** _____ **Location** _____ **Rule it counts toward** _____

**Type of training**

☐ Orientation ☐ Annual or refresher ☐ Person-specific (one person's plan)
☐ Outside training (another provider) ☐ Competency check

**Delivery**

☐ In person (classroom) ☐ On shift (coaching) ☐ Live online
☐ Online self-paced ☐ Blended

| # | Printed name | Job title or role | Time in | Time out | Hours attended | Signature | Competency shown? (Yes / Not yet / Not checked) | How it was checked | Notes (trainer) |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |

# Training title or topic: _____

Date: _____

| # | Printed name | Job title or role | Time in | Time out | Hours attended | Signature | Competency shown? (Yes / Not yet / Not checked) | How it was checked | Notes (trainer) |
|---|---|---|---|---|---|---|---|---|---|
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |

**People signed in:** _____ **Total hours attended:** _____

**Trainer: I led this session. Each person marked "Yes" under Competency shown showed the knowledge or skills it covered, checked the way the row records.**

**Trainer's signature** _____ **Date signed** _____ **Filed with this sheet (agenda, test results, certificates issued)** _____

ONE PERSON'S TRAINING RECORD

# Staff training record

One page per person. Add a row after every session they attend, from the signed sign-in sheet. Online courses go here too; file the certificate or transcript.

| Staff name | Role | Hire date | Plan year |
|---|---|---|---|
| | | | |

| Your state's rule: name and citation | Yearly hours required | Hours this plan year (add the rows) |
|---|---|---|
| | | |

| # | Date | Training title or topic | Type | Delivery | Trainer | Source or sponsor | Hours | Competency shown? | Certificate on file? | Sign-in sheet filed at |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |

## How to use this template, in six steps

1. **Look up what your rule asks a training record to show.** Open the free state finder, find your state's rule, and note what its training records must include, how long you keep them, and how online training is documented. The table on the template's page shows what nine published lists name.
2. **Set up the workbook once.** On the Staff summary sheet, enter your plan year start and the yearly hours your rule requires (leave it blank if it sets none), then list your staff. These cells start blank on purpose.
3. **Before each session, fill in the session block.** Title, what it covers, date, start and end time, location, trainer and their title or qualifications, the training source and the rule it counts toward. Print the sign-in sheet, or use the PDF.
4. **At the session, everyone signs in.** Each person prints their name and job title, writes their time in and out, and signs. At the end, the trainer checks competency the way your rule asks, marks each row, and signs the trainer statement.
5. **After the session, log it and file it.** Enter one row per attendee on the Training log, file the signed sheet with any agenda and certificates, and note where it is filed. For online courses, file the certificate or transcript.
6. **Review it every month.** The Staff summary shows each person's hours this plan year and hours still needed. Print one person's Staff training record whenever it is asked for, and keep records under your agency's records policy and your rule.

The spreadsheet version works out each person's hours from their time in and out, keeps a training log, adds up hours by person and plan year, and prints one person's record from the log: download it at the web address at the foot of each page.

To plan the year's topics and follow early-training due dates, use the free DSP annual training plan template and its staff roster tracker: special-learning.com/for-organizations/behavioral-health/dsp-annual-training-plan-template. To look up your state's rule: the free state finder: special-learning.com/for-organizations/behavioral-health/state-required-dsp-training-hours.

**Where the fields come from.** Every field on the sign-in sheet except three is named in at least one of nine published lists of what training records must include. Each list is that state's or agency's own, and your state's rule decides what yours must show: 55 Pa. Code § 6100.141 (Pennsylvania), Training records, https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter6100/s6100.141.html; 907 KAR 12:010, Section 3 (Kentucky), Supports for Community Living waiver provider requirements, https://apps.legislature.ky.gov/law/kar/titles/907/012/010/; West Virginia Bureau for Medical Services Provider Manual, Chapter 513 (IDD Waiver), 513.3.1 Staff Training Documentation, effective August 1, 2026, https://bms.wv.gov/media/41388/download?inline; North Dakota Department of Health & Human Services, Developmental Disabilities Section, Policy Issuance PI 18-05 (revised), Staff Training, November 18, 2025, https://www.nd.gov/dhs/policymanuals/816/Content/PI's/PI%2018-05%20%20DD%20training%20policy%20updated%2012%202025.pdf; Nevada Aging and Disability Services Division, Training Standards for Supported Living Arrangement Providers (exhibit filed with the Nevada Legislature, February 27, 2018), https://www.leg.state.nv.us/App/InterimCommittee/REL/Document/11554; N.J. Admin. Code § 10:44A-2.7 (New Jersey), Staff training, https://www.law.cornell.edu/regulations/new-jersey/N-J-A-C-10-44A-2-7; Florida Medicaid Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook, May 2023, Appendix B, https://www.flrules.org/gateway/readRefFile.asp?filename=iBudget%20Handbook%20with%20ADT%20Redesign%20working%20file%20changes%20post%20workshop%20v3%20CLEAN%20Final_revised%206.12.23.pdf&refId=15361; District of Columbia Department on Disability Services, Procedure 2019-DDA-PROC-01, Training, effective March 8, 2019, https://dds.dc.gov/sites/default/files/dc/sites/dds/publication/attachments/Training%20Procedure%203-8-2019%20%28Final%29.pdf; 29 CFR 1910.1030(h)(2), OSHA Bloodborne Pathogens standard, Training Records, https://www.ecfr.gov/current/title-29/section-1910.1030. Three fields are ours: each person's time in and out, delivery mode, and the rule it counts toward. Read November 15, 2026. None of these agencies wrote, reviewed or endorsed this template.

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**One next step:** if your staff support autistic people, the Level 1 ABA Online Training Course for groups introduces autism and behavior-support foundations. $99 per learner · One-time purchase · Each learner has 12 weeks of access from the day they activate their code · Free 7-day trial of the first 2 sessions.