

Family Resources Coordinator Training Documentation

Purpose

The purpose of this form is to document the 12 hours of continuing education required each year for Family Resources Coordinators (FRCs).

Continuing Education Documentation Requirements

Documentation must be kept in the personnel records of the FRC and may be requested by DCYF and/or County monitoring staff for review of contract compliance. Documentation includes FRC Continuing Education Documentation Form, and supporting training materials such as a certificate, syllabus, agenda with learning objectives, or transcript. Learn more about the requirement for 12 hour of annual continuing education hours in the [Initial Training Requirements document](#) on the ESIT Website.

Continuing education is defined as any of the following activities:

1. Virtual or in-person trainings (conference sessions, learning opportunities with national organizations such as Zero to Three or Division of Early Childhood (DEC), County and local organization sponsored training, etc.) relevant to the work of an FRC.
2. DCYF ESIT sponsored learning opportunities. See the [ESIT Professional Development webpage](#) for the current [Ongoing Professional Development and Calendar](#) information.
3. ESIT Live Seminars. Seminars taken to meet Initial Training Requirements do not count towards continuing education hours. Those taken in the second year or later may count.
4. Courses, seminars, workshops, and postgraduate programs related to your role offered by accredited educational institutions.

FAMILY RESOURCES COORDINATOR (FRC) INFORMATION		
NAME	EMAIL	DATE OF HIRE
ESIT PROVIDER AGENCY NAME		STARS ID
TRAINING YEAR (BASED ON THE DATE OF HIRE)		
START DATE:		END DATE:

FRC TRAINING DOCUMENTATION

NAME:

TRAINING TITLE:

TRAINING DATE:

THIS TRAINING RELATES TO MY WORK IN THE FOLLOWING WAYS:

PLEASE INDICATE WHICH ESIT CORE COMPETENCY AREAS THIS TRAINING IS ALIGNED WITH:

Child Growth and Development	Health, Safety, and Nutrition
Curriculum and Learning Environment	Interactions
Ongoing Measurement of Child Progress	Program Planning and Development
Family and Community Partnerships	Professional development and Leadership

TOTAL HOURS:

TRAINING TITLE:

TRAINING DATE:

THIS TRAINING RELATES TO MY WORK AS A FRC IN THE FOLLOWING WAYS:

PLEASE INDICATE WHICH ESIT CORE COMPETENCY AREAS THIS TRAINING IS ALIGNED WITH:

Child Growth and Development	Health, Safety, and Nutrition
Curriculum and Learning Environment	Interactions
Ongoing Measurement of Child Progress	Program Planning and Development
Family and Community Partnerships	Professional development and Leadership

TOTAL HOURS:

*To document additional training hours, print or download additional copies of [this page found on the ESIT website](#).

ANNUAL TOTAL

TOTAL ANNUAL TRAINING HOURS:

By signing this form, I attest to having attended the trainings listed on the FRC Continuing Education Documentation form and have provided copies of this training log to my supervisor to maintain in my personnel record.

Family Resources Coordinator Signature

Date

By signing this form, I attest to the accuracy of the information above.

Supervisor Name Print

Supervisor Signature

Date