

**10A NCAC 09 .1106 DOCUMENTATION OF ON-GOING TRAINING AND PROFESSIONAL DEVELOPMENT**

(a) Each center shall have a record of training activities in which each staff member participates, including copies of training certificates or official documentation provided by the trainer. That record shall include the subject matter, topic area in G.S. 110-91(11), training provider, date provided, hours, and name of staff who completed the training. This documentation shall be on file and current.

(b) Each center shall have a record of countable technical assistance in which each staff member participates, including copies of documentation, observations and evaluations provided by the person who has been endorsed by the NC Institute for Child Development Professionals as a technical assistance provider. That record shall include the dates and times of technical assistance with staff, names of all participating staff members and the name of the technical assistance provider. This documentation shall be on file and current.

*History Note: Authority G.S. 110-85; 110-91(9),(11); 143B-168.3;  
Eff. January 1, 1986;  
Amended Eff. July 1, 1998; July 1, 1988;  
Readopted Eff. October 1, 2017 (Transferred from 10A NCAC 09 .0709);  
Amended Eff. February 1, 2021.*