

RECORD OF PROFESSIONAL LEARNING HOURS

A record of professional learning hours must be maintained by the operator indicating the number of professional learning hours completed for each eligible educator. All administrators, operators and educators working with children aged five (5) years and under not attending school must complete at least ten (10) approved professional learning hours yearly. This record must always be accessible to licensing staff. **

NAME OF FACILITY	FACILITY LICENCE NUMBER
	LICENCE EXPIRY DATE

EDUCATOR NAME	EMPLOYMENT DATE (dd/mm/yyyy)	CORE TRAINING (ECE certificate, Introduction to ECE 90hr course or equivalent)	NUMBER OF PROFESSIONAL LEARNING HOURS COMPLETED	COMMENTS (OPTIONAL)
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		

**Further details on professional learning requirements can be found in the designation handbook.