Support Broker Training Record

Section I. Support Broker Information			Training Year Start and End date:
Last Name:	First Name:	MI	Start Date (MM/DD/YYYY) to End Date (MM/DD/YYYY)

Section II. Training Documentation:

Date(s) of Training	Title of Training and Topic Area	Who Provided the Training	Length of Training (Hours)

Total annual training hours:

Revised 07/14/2015

Clear Form

Print Form

Instructions for Completion of
Support Broker Training Record

Please print clearly or type all information.

Support Broker Information:	Enter your name.
Training Year Start and End dates:	Indicate the start and end dates (MM/DD/YYYY) of your training year. Your training year begins the month you begin providing brokerage services and continues for the 12 months following.
Date(s) of Training:	Enter the date(s) you attended each training (MM/DD/YYYY).
Title of Training and Topic Area:	Specify both the title and topic area of the training. (e.g., **Title** – Habilitation Plan Training; **Topic Area** - How to write Habilitation Plans that support the individual's goals and justify the Self-Direction Budget)
Who Presented the Training:	Identify the person and agency/organization who presented the training (e.g., John Smith, ABC Agency).
Length of Training:	Enter the number of hours spent in training.

Please Note:

1. The Training Record is to be used to record your attendance at professional development training sessions.
2. All Brokers are required to attend 12 hours of professional development job-related training annually, starting the month they begin providing brokerage services.
3. Attendance of OPWDD mandatory trainings cannot be counted towards these 12 hours.
4. A copy of the workshop offering, training announcement and/or certificate for each entry on this Training Record should be attached.
5. Each Broker is responsible for keeping his/her Training Record up-to-date.
6. A new Training Record needs to be completed each year (after each 12-month period).