Certification Substitute Time Log

Before a substitute works 240 hours total, he/she is required to take pre-serving training including Introduction to the Child Care Profession, Fundamentals of Family Child Care, Infant/Child CPR and have training in Child Abuse and Neglect. Documentation of the hours worked should be kept on file and will be checked by 4-C Certification at visits.

SUBSTITUTE NAME		
DATE	**HOURS WORKED**	**TOTAL HOURS WORKED EVER** *(please add to the total each time a sub works)*

DATE	HOURS WORKED	TOTAL HOURS WORKED EVER *(please add to the total each time a sub works)*