

**Georgia College Outdoor Education Center**  
**Personnel File Record**

This form is used by OEC personnel to record training, professional development, and programs facilitated.

Name:

Local address:

Local phone:

Current email address:

CCFH review form submitted (indicate dates):

Availability:

<b>Facilitator Status:</b> <input type="checkbox"/> Lead <input type="checkbox"/> Assistant <input type="checkbox"/> Tech		
<b>Classes Completed</b>	<b>Date</b>	<b>Comments</b>
<input type="checkbox"/> ODED 3010		
<input type="checkbox"/> ODED 3020/ ODED 5520		
<input type="checkbox"/> ODED 3110/ ODED 5540		
<input type="checkbox"/> ODED 3120/ ODED 5550		
<b>Professional Certification &amp; Training</b>		
<input type="checkbox"/> First Aid/CPR		<b>Expiration Date:</b>
<input type="checkbox"/> WFR		<b>Expiration Date:</b>
<input type="checkbox"/> WFA		<b>Expiration Date:</b>
<b>OEC Staff Training</b>		
<input type="checkbox"/> Mandatory Fall Training		
<b>Other Professional Development (conferences, workshops, related courses)</b>		

