Staff Certification Tracking Log

One place to record each staff member's screening and training dates, so nothing expires without notice.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Purpose

Certifications and background checks expire. This log helps your academy see at a glance who is current and who needs to renew, so no one coaches with lapsed training.

How to Use This Log

- Add every owner, coach, assistant instructor, and regular volunteer.
- Record the completion date and expiration or renewal date for each item.
- Keep copies of certificates in a secure file. Do not store background check reports in this log.
- Review the log at least monthly. Schedule renewals at least 30 days before expiration.
- Anyone whose required screening or training has lapsed does not teach until it is renewed.

Tracking Log

Name and role	Background check (date / renewal)	U.S. Center for SafeSport (date / renewal)	CPR/First Aid & AED (date / renewal)	Concussion training (date / renewal)

Review Record

Date reviewed	Reviewed by	Items due within 30 days	Action taken

Date reviewed	Reviewed by	Items due within 30 days	Action taken

Signatures

Owner or director name: _____

Signature: _____

Date: _____

Notice

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