

## PRECEPTORSHIP ATTENDANCE LOG

AttendanceLog.doc 10/2016

Enter starting time (in) and ending time (out) and total number of hours worked each day. If no work was performed, enter one of the following: DO-Day Off, S-Sick, H-Holiday. Preceptees are expected to work the same schedule as the supervising preceptor. However, a preceptee must work a total of not less than eight (8) weeks. Days off, sick time, and holidays do not count as days worked. A minimum of 40 hours per week during a maximum of six (6) calendar days per week will be counted. A calendar day shall not exceed twelve (12) hours in duration. **THERE MUST BE STRICT ADHEREANCE TO THE DATES OF PRECEPTORSHIP AGREEMENT FORM.**

DATES: TIME:	WEEK 1			WEEK 2			WEEK 3			WEEK 4			WEEK 5			WEEK 6		
	IN	OUT	Total															
	MONDAY																	
TUESDAY																		
WEDNESDAY																		
THURSDAY																		
FRIDAY																		
SATURDAY																		
SUNDAY																		

DATES: TIME:	WEEK 7			WEEK 8								
	IN	OUT	Total	IN	OUT	Total	IN	OUT	Total	IN	OUT	Total
	MONDAY											
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
SUNDAY												

OFFICE USE:			
Ckd by	Date	Hrs	Wks

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS ATTENDANCE LOG REPRESENTS ACTUAL WORK PERFORMED TO THE BEST OF MY KNOWLEDGE:

**Preceptor's signature verifies accuracy of this final report:**

PRECEPTEE (Print): \_\_\_\_\_

PRECEPTOR SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRACTICE NAME: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

