

#### **4r. Member Training**

Members are required to receive certain trainings (45 CFR 2520.50 and 2522.100). Since all members are required to receive training, members with zero training hours listed will raise concerns in member monitoring. No more than 20 percent of an AmeriCorps member's service hours in your program may be spent in education and training activities. Capacity-building activities and direct service activities do not count towards the 20 percent cap on education and training activities. Additionally, on-the-job training should not be considered training hours on member timesheets. On-the-job training should be considered service hours.

Programs should use sign-in sheets, webinar attendance logs, or other methods to document member attendance at, and completion of, program-provided member trainings. If a member attends an outside training to fulfill specific AmeriCorps program requirements, he/she should turn in to the program director an agenda or confirmation notice signed and dated by the training facilitator for retention in the member file. In instances of virtual trainings, a member should print a screenshot to sign and date for documentation, or print/sign/date the post-training follow-up notice and materials.

Members should participate in trainings on [Life After AmeriCorps](#). This should include information like including national service on resumes, interview training and connecting members with AmeriCorps Alums.