

### Coach Hours

**\*\*Please use one form per Coach (do NOT include multiple coaches on one form)\*\***  
 Please enter multiple orientees /students that were trained by the one coach on one form, to provide a total number of coaching hours provided by the coach.

<b>Name of Coach</b>	
<b>Employee #</b>	
<b>Job Title</b>	
<b>Dept. Name and #</b>	
<b>Date</b>	
<b>Manager Signature:</b> Manager signature indicates a review/approval of hours listed and that hours qualify for Coaching.	

FULL NAME of employee(s) or student(s) coached	Indicate if Student or Employee. If Student, list the school's name.	Date	# Hours	Total Hours
Example: Nancy Nurse	Student, Southern Union	12/1/2024	12	12
Example: Susan Smith	Employee	5/31/2025	8	20

List specific dates with hours each day that preceptor coached an individual. Collect hours for time periods: December 1, 2024, through May 31, 2025. Manager enters hours to coach database and submits this form to Blane Carl in Education department via email or inner office mail **within one week** of each coaching completion: **final submission due June 4, 2025.** **Pay will NOT be a separate deposit but will be processed and received on check for pay period ending June 14.** Stipends will be paid to approved coaches who have fulfilled all training requirements according to the number of hours spent coaching. Approved RN hours are for employees or nursing students in their final management preceptorship to whom you are the appointed coach. Approved non licensed hours are for employees and Earn and Learn employees. **Do NOT submit hours with HOSA students or Nurse Apprentices. Thank you for coaching! Remember that Coaches are required to take the initial Coach for Success Class and the Coach for Success Refresher class every 2 years in order to continue receiving stipends.**