

EMPLOYEE TRAINING LOG

Name:		Year:
Date of Hire:	# of months experience:	Infant care: YES <input type="checkbox"/> NO <input type="checkbox"/>

DATE OF TRAINING	# OF HOURS	CATEGORY	TYPE OF TRAINING	TRAINING OFFERED BY:

Refer to R9-5-403.D

Training Requirements

Per R9-5-403, 18 hours of annual training are required for each staff member

Training categories are denoted by ()

Staff < 12 months experience In the first 12 mos.:	Staff > 12+ months experience Every 12 months:	Facility Director: Every 12 months	Staff working with infants Every 12 months
Must complete 18 hours of the following:	Must complete 18 hours of the following:	Must complete 18 hours of the following:	Must complete 18 hours of the following:
Accident/Emergency procedures (B1)	Accident/Emergency procedures (B1)	Developmental psychology	Developmental psychology
Recognition of illness / infestation (B2)	Recognition of illness / infestation (B2)	Language development	Language development
Nutrition and DAP eating (B3)	Nutrition and DAP eating (B3)	Observation & child assessment	Observation & child assessment
Child abuse detection / report / prevention (B4)	Child abuse detection / report / prevention (B4)	Developmentally appropriate practice (DAP) activities	Developmentally appropriate practice (DAP) activities
Safety indoor/outdoor activity areas (B5)	Safety indoor/outdoor activity areas (B5)	DAP areas	DAP areas
Sun safety (B6)	Sun safety (B6)	Child guidance / discipline	Child guidance / discipline
Program administration / planning / development / management (C)	Program administration / planning / development / management (C)	Accident/Emergency procedures	Accident/Emergency procedures
Community services / resources - children w/ special needs (D)	Community services / resources - children w/ special needs (D)	Recognition of illness / infestation	Recognition of illness / infestation
Must complete 12 of the 18 hours in one or more of the following:	Must complete 6 of the 18 hours in one or more of the following:	Nutrition and DAP eating	Nutrition and DAP eating
Infant growth & development (A1)	Infant growth & development (A1)	Child abuse detection / report / prevention	Child abuse detection / report / prevention
Developmental psychology (A2)	Developmental psychology (A2)	Safety indoor/outdoor activity areas	Safety indoor/outdoor activity areas
Language development (A3)	Language development (A3)	Sun safety	Sun safety
Observation & child assessment (A4)	Observation & child assessment (A4)	Infant growth & development	Program administration / planning / development / management
Developmentally appropriate practice - DAP- activities (A5)	Developmentally appropriate practice - DAP- activities (A5)	Community services / resources (children w/ special needs)	Community services / resources (children w/ special needs)
DAP areas (A7)	DAP areas (A7)	Must complete 6 of the 18 hours in:	Must complete 6 of the 18 hours in:
Child guidance / discipline (A6)	Child guidance / discipline (A6)	Program administration / planning / development / management (C)	Infant growth & development (A1)