

Training Record for Direct Care Staff

Employee Name: _____ Position/Grade: _____

Date of Hire: _____ Work Phone: _____ Assigned Trainer: _____

I understand that successful completion of training in the prescribed time period is a job requirement

Signature of Employee _____
Date

Orientation Training (To be completed prior to being assigned position)	Date	Credits / Hours	Trainer's Initials	Employee Initials
Comprehensive onsite program orientation prior to working directly with children				
The staff orientation shall include goals and philosophy of the program, personnel and program policies, expectations for ethical conduct, an outline of the training and professional development program, and an introduction to DoD training modules or pre-approved equivalent				
A minimum of 16 hours of supervised work experience training onsite shall occur before being assigned responsibility for children				

Initial Training (To be completed within the first 6 months of employment)	Date	Credits / Hours	Trainer's Initials	Employee Initials
CPR and first aid				
Child abuse and neglect recognition, prevention and reporting (minimum of 4 hours)				
Health and sanitation				
Safety and fire				
Nutrition and family style dining				

DOD Training Modules (To be completed within the first 18 months of employment)	Date	Credits / Hours	Trainer's Initials	Employee Initials
<i>The TAC will determine which of the DoD Training Modules are applicable to this position</i>				
Safe				
Environments				
Physical				
Cognitive				
Communication				
Creative				
Self				
Social				
Guidance				
Families				
Program Management				
Professionalism				
Ongoing Training (To be completed annually)	Date	Credits / Hours	Trainer's Initials	Employee Initials
<i>The TAC shall identify specific training beyond the DoD training modules. Additional topics may include but are not limited to:</i>				
Child abuse and neglect recognition, prevention and reporting				
Review of safety, health and sanitation practices				
SIDS				
Recognizing communicable disease and illness				
Administering medication				
Updates in child development and child care procedures/techniques				
Parent relations/involvement and customer service				
The NAEYC accreditation process and criteria				
The NAEYC Ethical Code of Conduct				
Early Childhood education and age appropriate curriculum planning				
Environment Rating Scales (ITERS or ECERS)				
Child Abuse Risk Assessment Tool (CARAT)				
Conducting observations out of the program				
DLA Child Development Program Evaluation Tool				
Other Installation Requirements				