

## Training Record for Administrative 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

<b>Orientation Training (To be completed prior to being assigned position responsibilities)</b>	<b>Date</b>	<b>Credits / Hours</b>	<b>Trainer's Initials</b>	<b>Employee Initials</b>
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				

<b>Initial Training (To be completed within the first 6 months of employment)</b>	<b>Date</b>	<b>Credits / Hours</b>	<b>Trainer's Initials</b>	<b>Employee Initials</b>
CPR and first aid				
Child abuse and neglect recognition, prevention and reporting (minimum of 4 hours)				
Parent relations and customer service				
Health and sanitation				
Safety and fire				
Basic computers				
Access				
Excel				
Record Keeping				

<b>DOD Training Modules (To be completed within the first 18 months of employment)</b>	<b>Date</b>	<b>Credits / Hours</b>	<b>Trainer's Initials</b>	<b>Employee Initials</b>
<i>The TAC will determine which of the DoD Training Modules are applicable to this position</i>				
Safe				
Healthy				
Environments				
Physical				
Cognitive				
Communication				
Creative				
Self				
Social				
Guidance				
Families				
Program Management				
Professionalism				
<b>Ongoing Training (To be completed annually)</b>	<b>Date</b>	<b>Credits / Hours</b>	<b>Trainer's Initials</b>	<b>Employee Initials</b>
<i>The TAC shall identify specific training beyond the DoD training modules. Additional topics may include but are not limited to:</i>				
Emergency Procedures				
Child abuse and neglect recognition, prevention and reporting				
Review of safety, health and sanitation practices				
Parent relations/involvement and customer service				
The NAEYC accreditation process and criteria				
The NAEYC Ethical Code of Conduct				
Conducting observations out of the program				
DLA Child Development Program Evaluation Tool				
Other Installation Requirements				