Form 1-51d

**CHILD & FAMILY DEVELOPMENT PROGRAMS**

**Community Action Team, Inc.**

Training Requirements Checklist for New Employees

Staff Name Employment Date

**Complete both 1-51d and training requirement checklist for specific position.**

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| **Within Two Weeks** | **Trainer** | **Completed** |
| Food handler’s card  <https://www.orfoodhandlers.com/eMain.aspx?State=OREGON> | Self |  |
| ***Food Handler’s Card submitted to Admin and ORO*** |  |  |
| Active Supervision (1-54, 1-98, 2-33) – Webinar: <https://eclkc.ohs.acf.hhs.gov/video/leave-no-child-unattended-use-active-supervision-keep-children-safe> | Self |  |
| Professional Development (1-101, 1-105) | CM/Admin |  |
| **Within One Month** | **Trainer** | **Completed** |
| Health and Safety – Oregon Center for Career Development – 2 hour. Reference PS 1302.47 and the following policies and procedures: 1-76, 3-8, 3-8a, 3-13, 3-14, 3-15, 3-19, 3-50, 3-52 and 3-54 <http://campus.educadium.com/OCCD/course/category.php?id=3>   * Prevention of sudden infant death syndrome and use of safe sleeping practices * Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment * Emergency planning and preparedness * Safe environment * Child illnesses (3-19) * Injury and disease prevention (3-50, 3-52, 3-54) * The prevention and control of infectious diseases (3-14, 3-15) * Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants * Prevention and response to emergencies due to food and allergic reactions * Administration of medication, consistent with standards for parental consent (3-8, 3-8a, 3-13) | Self |  |
| ***Health and Safety Certificate (printed from OCCD) Completed and Submitted to Admin*** |  |  |
| SOAP Training (5-14) | CM/Admin |  |
| Tasks and Timelines | Self |  |
| **Within Three Months** | **Trainer** | **Completed** |
| Child Abuse and Neglect (CAN) – 2 hour ORO Training <http://campus.educadium.com/OCCD/course/category.php?id=3>   * Recognizing and Reporting * State Law and Practices * Program Policy and Procedure (1-7, 1-12) | Self |  |

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| **Within Three Months (continued)** | **Trainer** | **Completed** |
| Oregon Early Learning Standards (OELS) – Oregon Center for Career Development <http://campus.educadium.com/OCCD/course/category.php?id=3> | Self |  |
| Transportation – Safe Riding – Bus Monitoring – PS 1302.47 (1-36) | CM |  |
| First Aid/CPR – PS 1302.47 | Cert.  Trainer |  |
| CACFP Civil Rights and Meal Patterning Referencing: (1-33, 3-28, 3-28a, 3-28b) <http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx> Civil Rights - All Program and Meal Pattern Training – Main. For Staff training go to <http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPForms.aspx> click on Staff Training to complete CACFP Staff Training form and <http://www.oregon.gov/ode/students-and-family/childnutrition/Pages/CivilRights.aspx> click on Civl Rights Training for Site Staff and complete form. | Self |  |
| ***CAN and OELS Certificates (printed from OCCD) and CACFP Civil Rights Training forms submitted to Admin. First Aid/CPR Card submitted to Admin and ORO*** |  |  |
| ***At the end of 90 days complete Performance Evaluation – end of probationary period.*** |  |  |
| **Within Four Months** | **Trainer** | **Completed** |
| PBIS Module 1 and 2  <http://csefel.vanderfilt.edu/resources/training_modules.html> | Self/Admin |  |
| PBIS Module 3a and 3b to be completed within 120 days of completing Module 1 and 2 | Self/Admin |  |
| **Within Six Months** | **Trainer** | **Completed** |
| Self-Assessment | CM/Admin |  |
| Community Assessment | CM/Admin |  |
| Recruitment Efforts | CM/Admin |  |
| Center Inventory | CM |  |
| Performance Standard Review/Scavenger Hunt | CM/Admin |  |
| Family Staffings | CM/Admin |  |
| ***At the end of 6 months, complete Performance Evaluation*** |  |  |

* Send Form 1-51d to Admin when all items are completed. Certificates and CP6 need to be submitted to Admin at time of completion for each item.

Staff Signature Date

Supervisor Signature Date

Department

Reviewed By Date