

**Community Action Team, Inc.**  
**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
 Training Requirements Checklist for All New Employees

Form 1-51d

Staff Name \_\_\_\_\_

Employment Date \_\_\_\_\_

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

In accordance with CCD – Prior to unsupervised access to children and functioning in position	Trainer	Completed
Child Abuse and Neglect (CAN) – 2 hour ORO Training <a href="http://campus.educadium.com/OCCD/course/category.php?id=3">http://campus.educadium.com/OCCD/course/category.php?id=3</a> <ul style="list-style-type: none"> <li>• Recognizing and Reporting</li> <li>• State Law and Practices</li> <li>• Program Policy and Procedure (1-7, 1-12)</li> </ul>	Self	
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 <a href="http://campus.educadium.com/OCCD/course/category.php?id=3">http://campus.educadium.com/OCCD/course/category.php?id=3</a> <ul style="list-style-type: none"> <li>• Prevention of sudden infant death syndrome and use of safe sleeping practices</li> <li>• Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment</li> <li>• Emergency planning and preparedness</li> <li>• Safe environment</li> <li>• Child illnesses (3-19)</li> <li>• Injury and disease prevention (3-50, 3-52, 3-54)</li> <li>• The prevention and control of infectious diseases (3-14, 3-15)</li> <li>• Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants</li> <li>• Prevention and response to emergencies due to food and allergic reactions</li> </ul> Administration of medication, consistent with standards for parental consent (3-8, 3-8a, 3-13)	Self	
<b><i>CAN and Health and Safety Certificate (printed from OCCD) Completed and Submitted to Admin</i></b>		
Within Two Weeks	Trainer	Completed
Active Supervision (1-54, 1-98, 2-33) – Webinar: <a href="https://eclkc.ohs.acf.hhs.gov/video/leave-no-child-unattended-use-active-supervision-keep-children-safe">https://eclkc.ohs.acf.hhs.gov/video/leave-no-child-unattended-use-active-supervision-keep-children-safe</a>	Self	
Professional Development (1-101, 1-105)	CM/Admin	
Within One Month	Trainer	Completed
Food handler's card <a href="https://www.orfoodhandlers.com/eMain.aspx?State=OREGON">https://www.orfoodhandlers.com/eMain.aspx?State=OREGON</a>	Self	
<b><i>Food Handler's Card submitted to Admin and ORO</i></b>		
SOAP Training (5-14)	CM/Admin	
Head Start Performance Standards – P.S. related to specific job duties reviewed	Self/CM	
Tasks and Timelines (1-9)	Self/CM	
PBIS systems:	Self/CM	

<ul style="list-style-type: none"> <li>• Program wide PBIS Procedure 2-36</li> <li>• Chronological Checklist for PBIS 2-36a</li> </ul>		
<b>Within Three Months</b>	<b>Trainer</b>	<b>Completed</b>
Agency website, forms page, ECLKC, and MyPeers	Self/CM	
Oregon Early Learning Standards (OELS) – Oregon Center for Career Development <a href="http://campus.educadium.com/OCCD/course/category.php?id=3">http://campus.educadium.com/OCCD/course/category.php?id=3</a>	Self	
Transportation – Safe Riding – Bus Monitoring – PS 1302.47 (1-36)	CM	
First Aid/CPR (Infant and Child) – PS 1302.47	Cert. Trainer	
CACFP Civil Rights and Meal Patterning Referencing: (1-33, 3-28, 3-28a, 3-28b) <a href="http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx">http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx</a> Civil Rights Training for Site Staff and complete form. <a href="http://www.oregon.gov/ode/students-and-family/childnutrition/Pages/CivilRights.aspx">http://www.oregon.gov/ode/students-and-family/childnutrition/Pages/CivilRights.aspx</a>	Self	
<b>OELS Certificates (printed from OCCD) and CACFP Civil Rights Training forms submitted to Admin. First Aid/CPR Card submitted to Admin and ORO</b>		
At the end of 90 days complete Performance Evaluation – end of probationary period.		
<b>Within Four Months</b>	<b>Trainer</b>	<b>Completed</b>
PBIS Module 1 and 2 (Preschool) <a href="http://csefel.vanderbilt.edu/resources/training_preschool.html">http://csefel.vanderbilt.edu/resources/training_preschool.html</a>	Self/Admin	
PBIS Module 3a and 3b to be completed within 120 days of completing Module 1 and 2	Self/Admin	
<b>Within Six Months</b>	<b>Trainer</b>	<b>Completed</b>
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	
<b>At the end of 90 days &amp; 6 months, complete Performance Evaluation using Form 1-70</b>		
During months 6-12 review and revisit covered items from all 1-51's, providing clarification and refreshers as needed.	Self/CM	

**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 \_\_\_\_\_