

Pre-Service Training Form

For New Caregivers and Volunteers Who Count in the Caregiver to Child Ratios (Complete one column for each individual.)

Pre-service training must be at least 2.5 hours long and must be completed no more than 6 months prior to the individual assuming caregiving duties and, if the individual is not left unsupervised with children before it's completed, no later than 10 working days after assuming caregiving duties. **Pre-Service Training does not count as Annual Training.** If the individual has been associated with another licensed facility in the past year, write the name of that facility for topics 1-5 and complete training on topics 6-9.

Individual's name					
Date pre-service training was completed					
Time spent in pre-service training					
Date caregiving duties assumed					
1	Child Care Licensing Rule Sections 7-24				
2	Signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements.				
3	Preventing shaken baby syndrome, abusive head trauma, and coping with crying babies				
4	Preventing SIDS and use of safe sleeping practices				
5	Recognizing the signs of homelessness and available assistance				
6	Department approved provider's Health and Safety Plan				
7	Job description and duties				
8	Introduction and orientation to the assigned children				
9	Review of Health Assessments for assigned children				
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