

Preservice Training Form

Name: _____

Preservice training consists of at least 2.5 hours of training for all employees and must be:

- Completed before (but not earlier than 6 months before) beginning job duties, or
- Completed no later than 10 working days after beginning job duties as long as the individual does not have unsupervised contact with any child in care before their preservice training is completed.

| Topic | Date Completed |
|---|----------------|
| Job description and duties | |
| Section 7: Personnel and Training Requirements | |
| Section 8: Background Checks | |
| Section 9: Facility | |
| Section 10: Ratios and Group Size | |
| Section 11: Child Supervision and Security | |
| Section 12: Child Guidance and Interaction | |
| Section 13: Child Safety and Injury Prevention | |
| Section 14: Emergency Preparedness, Response, and Recovery | |
| Section 15: Health and Infection Control | |
| Section 16: Food and Nutrition | |
| Section 17: Medications | |
| Section 18: Activities | |
| Section 19: Play Equipment | |
| Section 20: Transportation | |

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| Section 21: Animals | |
| Section 22: Rest and Sleep | |
| Section 23: Diapering | |
| Section 24: Infant and Toddler Care | |
| Disaster preparedness, response, and recovery | |
| Pediatric first aid and cardio pulmonary resuscitation (CPR) | |
| Children with special needs | |
| Safe handling and disposal of hazardous materials | |
| Prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements | |
| Principles of child growth and development, including brain development | |
| Prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies | |
| Prevention of sudden infant death syndrome (SIDS) and the use of safe sleeping practices | |
| Recognizing the signs of homelessness and available assistance | |
| A review of the information in each child's health assessment in the caregiver's assigned group, including allergies, food sensitivities, and other special needs | |
| An introduction and orientation to the children in care | |
| Date 2.5 hours of preservice training completed* | |

*Training hours beyond the 2.5 hour preservice training may count toward annual child care training hours

This form is provided for technical assistance purposes only. Providers may use this form if they choose, but are not required to use this form.