

**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.

Training Topic	Date of Training
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	
Section 21: Animals	
Section 22: Rest and Sleep	
Section 23: Diapering	
Section 24: Infant and Toddler Care	

<b>ADDITIONAL REQUIRED TRAINING TOPICS</b>	
Disaster preparedness, response, and recovery	
Pediatric first aid and cardiopulmonary 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 href="#">Prevention of infectious diseases (Immunizations)</a>	
<b>Total Training Hours:</b>	

***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.***