CHILD & FAMILY DEVELOPMENT PROGRAMS
Community Action Team, Inc.
Training Requirements Checklist for Center Managers

Staff Name _____   Employment Date _____

Within Two Weeks	Trainer	Completed
Fiscal Training:		
• Blue Notebook	Fiscal	
• Petty Cash	Fiscal	
• Purchase Orders	Fiscal	
• Disbursements	Fiscal	
• Gas Stipends	Admin	
• Cook's Purchase Orders	Admin	
Electronic Device Checkout (1-32)	Admin	
Agreements/Contracts	Admin	
In-Kind	Admin	
All – Tooth brushing and fluoride (3-24, 3-37)	Self	
All – Toileting (3-31)	Self	
All – Handwashing (3-26)	Self	
All – Attendance (1-14)	Self	
All – Excluding ill children (3-18, 3-19)	Self	
All – Care Plans (3-46, 3-48)	Self	
Within One Month	**Trainer**	**Completed**
Building Maintenance	Self/Admin/CAT	
Child Plus Training	Data Entry Sp.	
Food Substitution (3-10)	Self/Admin	
School Readiness and Curriculum Guide	Ed. Specialist	
MyTS:		
• Introducing Teaching Strategies	Self	
• The Power of Gold 2021	Self	
• Getting to know the Creative Curriculum Preschool Edition	Self	
• Inter-Rater Reliability	Self	
• Getting to Know Ready Rosie	Self	
Lesson Plan Monitoring	Ed. Specialist	
Monitoring and Data Entry for TSG (2-9)	Ed. Specialist	
Process for Working with MHC	Disabilities Sp.	
Community Meetings and Partnerships	Admin	
With Three Months	**Trainer**	**Completed**
ERSEA	Admin	
Supervision Training – Franklin Covey or Other	Cert. Trainer	
Process for Grant Proposals (1-48)	Admin	
CLASS	Cert. Trainer	
Screenings and Referrals	Self/Admin	
ASQ	Admin	
Monitoring	Admin	

Updated: 06/21

Staff Name _____ Employment Date _____

Within Three Months (continued)	Trainer	Completed
Family Engagement:		
• Policy Council	PFCE	
• Family Events	PFCE	
• CTA	PFCE	
• Classroom Participants	PFCE	
• Family Goal Monitoring	PFCE	
Within Four Months	**Trainer**	**Completed**
Implementation with Fidelity	Ed Spec	
Community and Self-Assessment (1-99, 1-100)	Admin	
Transition to Kindergarten	Ed Spec	
Data Analysis and MyTS Reports (2-15)	Ed Spec	
Parent/Teacher Conferences (2-17)	Ed Spec	
Process for Hiring New Staff	Admin	
Within Six Months	**Trainer**	**Completed**
Meal Production:		
• Menu Production	Admin	
• Procurement Training	Admin	
• Food Buying Guide	Admin	
• Ordering from Vendors	Admin	
• Shopping from Local Vendors	Admin	
•		

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

Staff Signature _____ Date _____

Supervisor Signature _____ Date _____

Reviewed By _____ Date _____