

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 https://occd.educadium.com/ <ul style="list-style-type: none"> • Recognizing and Reporting • State Law and Practices • Program Policy and Procedure (1-7, 1-12) 	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 https://occd.educadium.com/ <ul style="list-style-type: none"> • Prevention of sudden infant death syndrome and use of safe sleeping practices • Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment • Emergency planning and preparedness • Safe environment • Child illnesses (3-19) • Injury and disease prevention (3-50, 3-52, 3-54) • The prevention and control of infectious diseases (3-14, 3-15) • Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants • Prevention and response to emergencies due to food and allergic reactions Administration of medication, consistent with standards for parental consent (3-8, 3-8a, 3-13)	Self	
CAN and Health and Safety Certificate (printed from OCCD) Completed and Submitted to Admin		
Within Two Weeks	Trainer	Completed
Active Supervision (1-54, 1-98, 2-33) – Webinar: https://eclkc.ohs.acf.hhs.gov/video/active-supervision-child-safety	Self	
Child Plus training	Data Specialist	
Professional Development (1-101, 1-105)	CM/Admin	
Within One Month	Trainer	Completed
Food handler's card https://www.orfoodhandlers.com/eMain.aspx?State=OREGON	Self	
Food Handler's Card submitted to Admin and ORO		
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"> • Program wide PBIS Procedure 2-36 • Chronological Checklist for PBIS 2-36a 		
Within Three Months	Trainer	Completed
Agency website, forms page, ECLKC, and MyPeers	Self/CM	
Foundations for Learning – 2 hour training CCD required https://occd.educadium.com/	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) http://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/CACFPTrainingCenter.aspx Civil Rights Training for Site Staff and complete form. http://www.oregon.gov/ode/students-and-family/childnutrition/Pages/CivilRights.aspx	Self	
OELS Certificates (printed from OCCD) and CACFP Civil Rights Training forms submitted to Admin. First Aid/CPR Card submitted to Admin and ORO		
At the end of 90 days complete Performance Evaluation – end of probationary period. Review items listed on 1-51's.		
Within Four Months	Trainer	Completed
PBIS – Introduction Module & Mod 1	Admin	
Within Six Months	Trainer	Completed
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	
At the end of 90 days & 6 months, complete Performance Evaluation using Form 1-70		
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 _____