



## 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.

<b>FACILITY NAME:</b>		<b>FACILITY ID:</b>	
<b>Individual's Name:</b>			
<b>Date that pre-service training was completed:</b>			
<b>Date the individual assumed caregiving duties:</b>			

Please enter the amount of time that is spent on each topic below. Enter minutes in 15-minute increments and use their hour value (15min = .25, 30min = .50, 45min = .75). Ex. For a training that lasted 1 hour and 25 minutes, round the minutes to 30 and enter 1.50 hours.

1	Job description and duties				
2	Current CCL Rules: Sections 7 through 24				
3	Disaster preparedness, response, and recovery				
4	Pediatric first aid and cardio pulmonary resuscitation (CPR)				
5	Children with special needs				
6	Safe handling and disposal of hazardous materials				
7	Prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements				
8	Principles of child growth and development, including brain development				
9	Prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies				
10	Prevention of sudden infant death syndrome (SIDS) and the use of safe sleeping practices				
11	Recognizing the signs of homelessness and available assistance				
12	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				
13	An introduction and orientation to the children in care				
<b>Total time for pre-service training:</b>					