

Tennessee Department of Education Staff Professional Development Log

2024-2025 MSCS Division of Early Childhood PD Log Reference Sheet

Use the links and information below to help locate/complete trainings that will satisfy each requirement. Be sure to print certificates for all trainings and include certificates in your TDOE notebook in addition to adding information to the PD log.

Mandatory Requirement	MSCS Staff (with SafeSchools access)		Community Partner Staff (no SafeSchools access)	
Program Philosophy	1 hr.	Keynote Address – Early Childhood Directors 8/5/24 or onboarding training date	1 hr.	Keynote Address – Early Childhood Directors 8/5/24 or onboarding training date
Emergency Procedures	19 min.	Emergency Management: Emergency Operations Planning-Building the Plan (SafeSchools)	1 hr.	https://www.prosolutionstraining.com/tn/ “Emergency Preparedness: Better Safe Than Sorry!” (Free account must be created to access.)
	21 min.	Emergency Management: Emergency Operations Planning-Implementing the Plan (SafeSchools)		
Policies on discipline of children	1 hr.	Read and review Child Care Standards Document & VPK Scope of Service – Guidance on Behavior Management (self-paced)	1 hr.	Read and review Child Care Standards Document & VPK Scope of Service – Guidance on Behavior Management (self-paced)
Policies regarding child abuse	28 min.	Social and Behavioral: Child Abuse Mandatory Reporting Full Course-Tennessee (SafeSchools)	2 hrs.	https://www.prosolutionstraining.com/tn/ “Recognizing and Reporting Suspected Child Abuse” (Free account must be created to access.)
	36 min.	Social and Behavioral: Child Abuse Identification and Intervention Full Course (SafeSchools)		
Sudden Infant Death (SIDS)/Head Trauma	15 min.	https://kidshealth.org/en/parents/sids.html (print, review, and sign)	15 min.	https://kidshealth.org/en/parents/sids.html (print, review, and sign)
Policies for Receiving and Dismissing Children	30 min.	Refer to Administrative guidance and training from building leader	30 min.	Refer to Administrative guidance and training from building leader

		Refer to Early Childhood Parent Handbook (Authorization of Pick-Up/Drop-Off & Emergency Contact) Refer to information shared during Pre-K parent orientation (Authorization of Pick-Up/Drop-Off & Emergency Contact)		Refer to Early Childhood Parent Handbook (Authorization of Pick-Up/Drop-Off & Emergency Contact) Refer to information shared during Pre-K parent orientation (Authorization of Pick-Up/Drop-Off & Emergency Contact)
Health and Safety Training	31 min.	Health: Health Emergencies Overview Full Course (SafeSchools)	1 hr. 1 hr.	https://www.prosolutionstraining.com/tn/ "Building and Classroom Safety for Keeping Children Safe" (Free account must be created to access.) https://www.prosolutionstraining.com/tn/ "Responding to Medical Emergencies" (Free account must be created to access.)
The Prevention and control of infection diseases (including immunizations)	15 min.	Health: Common Illness Prevention (SafeSchools)	1 hr.	https://www.prosolutionstraining.com/tn/ "Infectious Diseases Control: Kick Those Germs to the Curb!" (Free account must be created to access.)
Prevention of sudden infant death syndrome and the use of safe sleep practices/head trauma	15 min.	https://www.kidcentraltn.com/health/safety/abcs-of-safe-sleep.html (print, review, and sign)	15 min.	https://www.kidcentraltn.com/health/safety/abcs-of-safe-sleep.html (print, review, and sign)
Administration of medication, consistent with standards for parent consent	25 min.	Health: Medication Administration Basics (SafeSchools)	2 hrs.	https://www.prosolutionstraining.com/tn/ "Administering Medication in Childcare Settings" (Free account must be created to access.)
Prevention and response to emergencies due to food and allergic reactions	17 min.	Health: Health Emergencies: Life-Threatening Allergies (SafeSchools)	45 min. 1 hr.	https://www.cdc.gov/healthyschools/foodallergies/toolkit.htm (review The Role of Teachers and Paraeducators tip sheet and PowerPoint Presentation, print and sign tip sheet) https://www.prosolutionstraining.com/tn/ "Food Allergies: Recognizing Allergic Reactions and Meal Planning in the Child Care Setting)

Overview of Chapter 0520-12-01, Child care standards	3 hrs.	Read and review Child Care Standards Document (self-paced)	3 hrs.	Read and review Child Care Standards Document (self-paced)
Appropriate precautions in transporting children, if applicable		Not applicable		Not applicable
Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment	15 min.	https://www.kidcentraltn.com/health/safety/shaken-baby-syndrome.html (print, review, and sign)	15 min.	https://www.kidcentraltn.com/health/safety/shaken-baby-syndrome.html (print, review, and sign)
Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man caused event (such as violence in a school) that shall include procedures for evacuation, relocation, shelter in place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.	46 min. 24 min. 22 min. 21 min.	Emergency Management: Active Assailant Preparedness Full Course Staff (SafeSchools) Emergency Management: Threat Assessment (SafeSchools) Emergency Management: Crisis Response and Recovery (SafeSchools) Emergency Management: Family Reunification (SafeSchools)	1 hr.	https://www.prosolutionstraining.com/tn/ “Emergency Preparedness: Better Safe Than Sorry! (Free account must be created to access.)

Handling and storage of hazardous materials and the appropriate disposal of bio contaminants	22 min.	Health: Bloodborne Pathogen Exposure Prevention Full Course (SafeSchools)	20 min.	https://www.nationalcprfoundation.com/courses/stand-ard-bloodborne-pathogens-2/
Pediatric first aid and cardiopulmonary resuscitation	34 min. 19 min.	Health: First Aid Full Course (Safe Schools) Cardiopulmonary Resuscitation/CPR (Safe Schools) Show valid certification/completion date of training from reputable provider such as American Heart Association or American Red Cross		Show valid certification/completion date of training from reputable provider such as American Heart Association or American Red Cross
Recognition and reporting of child abuse and neglect	28 min. 36 min.	Social and Behavioral: Child Abuse Mandatory Reporting Full Course/Tennessee (SafeSchools) Social and Behavioral: Child Abuse Identification and Intervention (SafeSchools)	2 hrs.	https://www.prosolutionstraining.com/tn/ "Recognizing and Reporting Suspected Child Abuse" (Free account must be created to access.)
Child Development including the major domains (Cognitive, social, emotional, physical development and approaches to learning)	3 hrs.	Read and Review Tennessee Early Learning Developmental Standards (TN-ELDS) and Head Start Early Learning Outcomes Framework (ELOF) (self-paced)	3 hrs.	Read and Review Tennessee Early Learning Developmental Standards (TN-ELDS) and Head Start Early Learning Outcomes Framework (ELOF) (self-paced)
Policies regarding discipline and supervision of children	22 min. 30 min.	Environmental: Classroom Safety (SafeSchools) Special Education: Safety in the Classroom (SafeSchools)	2 hrs. 2 hrs.	https://www.prosolutionstraining.com/tn/ "Essentials of Indoor Safety" (Free account must be created to access.) https://www.prosolutionstraining.com/tn/ "Essentials of Outdoor Safety" (Free account must be created to access.)
Developmentally appropriate practice/ Literacy		Note any literacy-specific training completed.		Note any literacy-specific training completed (ex. Morning Meeting and Foundational Literacy Pre-Service training)

				<p>https://www.prosolutionstraining.com/tn/ offerings include: "Introduction to Early Literacy" (3 hrs.) and "Getting Ready to Read (2 hrs.) (Free account must be created to access.)</p>
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Additional Trainings

Include all other trainings completed throughout the school year below. This includes all District-sponsored trainings, individualized trainings based on your specific data and needs, and/or any additional trainings/webinars you have completed.