



Department of Education

Early Childhood Quality and Supports  
STAFF PROFESSIONAL DEVELOPMENT LOG

School Name: [Click here to enter text.](#)

Name: [Click here to enter text.](#)

District: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

<b>Mandatory Requirements</b>	<b>Date</b>	<b>Hours</b>	<b>Trainer Name or Signature</b>	<b>Topic</b>
<b><i>New Teacher Orientation (2 Hours)</i></b>				
Program Philosophy				
Emergency Procedures				
Policies on discipline of children				
Policies regarding child abuse				
Sudden Infant Death (SIDS)				
Policies for Receiving and Dismissing Children				
Health and Safety Training				
<b><i>Annual Requirements for All</i></b>				
The Prevention and control of infection diseases (including immunizations)				
Prevention of sudden infant death syndrome and the use of safe sleep practices				
Administration of medication, consistent with standards for parent consent				
Prevention and response to emergencies due to food and allergic reactions				
Overview of Chapter 0520-12-01, Child care standards				
Appropriate precautions in transporting children, if applicable				
Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment				
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,				

Preschool directors, teachers and teachers assistants are required to have thirty (30) hours of documented training. Before/after care directors are required to have eighteen (18) hours and staff twelve (12) hours of documented training.



<b>TOTAL NUMBER OF HOURS</b>			

Supervisor Signature required: \_\_\_\_\_

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