

NEW Early Childhood Teacher Orientation
Includes Lead Teacher, Assistant Teacher, and Substitute Teacher
for Family Child Care, Group Child Care, and Child Care Center



New Employee Paper Work
Pre-Service / before starting in the facility

- Person Information Sheet - submit to licensing
- Release of Information - submit to licensing
- Tdap and MMR documentation - submit to licensing

Once Licensing receives the documentation they will review and if complete, assign a PS#; Background and FBI check will be reviewed.



On-the-Job Facility Overview Training & ECP membership
Completed within 30 days of hire

- Provided by employer (requirements and template provided)
- Employee and Employer must verify completion in writing
- Practitioner Registry Application submitted*



Pre-service Training
To be completed prior to caring for children, or under supervision of a teacher.
Completed within the first 30 days of hire.

- Infant, Child, and Adult CPR/First Aid Certification (submit to ECP)
- Infant Safety Essentials ** - 2 hours www.childcaretraining.org



Health and Safety Required Professional Development
Completed within 90 days of hire

- New Staff Health & Safety Orientation - 6 hours www.childcaretraining.org
- Together We Grow - 3 hours www.childcaretraining.org
- Early Childhood Essentials - 3 hours in-person at local CCR&R

*Substitute and School Age Exception

**School Age Care Exception

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