

## Part 4. Staff Training Reports

### ***Instructions for completing Part 4:***

1. The **All Staff Training Report** must match the number of staff reported on item "A" of the Staff Update form on page 5.
2. Complete an **Individual Staff Training Report** for each staff member on page 9. Complete each report in its entirety; please do not leave any item blank.
3. The NECPA **Individual Staff Training Report** must be utilized. Please do not submit any other forms to report continuing education.
4. Continuing education reported on the **Individual Staff Training Report** must fall within with the past accreditation year. (i.e. if your accreditation date is June 30, 2016, you will submit continuing education beginning June 30, 2016 and ending June 30, 2017).
5. Ongoing training opportunities may include: conferences, workshops, college classes, public school in-service workshops, in-center training, and CPR/First Aid Training. Continuing education must be job-related. School functions such as dances and festivals do not qualify as continuing education.
6. Provide the specific training topics (i.e. do not report "Staff Training", "Staff Meeting" or "Conference"). College courses reported as continuing education must include the complete name of the course and must be related to Early Childhood Education or Early Childhood Development. Courses must be successfully completed within the program's past accreditation year in order to count toward a staff member's continuing education requirements.
7. If more than one staff training report is needed for a specific employee, please write "see next page" in the "TOTAL Number of Training Hours" box. Then, include the final total on the last page of each employee's **Individual Staff Training Report**.
8. Please note, the NECPA continuing education standard requires that at least 30 clock hours of job-related continuing education is obtained in the first year of employment and at least 24 clock hours of job-related continuing education based on individual competency needs each year thereafter.
9. For each new staff member still in their first year of employment, that has not yet met the 30 clock hours of continuing education, please complete the **Professional Development Plan**. This plan is to include all upcoming continuing education hours required to meet NECPA Standards.
10. If an existing staff member who has worked at the program for over one year has not met the 24 clock hours of continuing education, please complete the **Professional Development Plan** and explain the extenuating circumstances that prevented the staff member from meeting the NECPA continuing education requirement.