

**Part 4. New Staff Process**

This section is used to provide information regarding the program’s approach to integrating NECPA standards into the new employee orientation training and process.

How has your program educated new staff members on the NECPA Standards under which your program was accredited? Please provide a detailed orientation summary below.

<p>Have all <u>new staff members</u> completed 30 clock hours of continuing education, as required by NECPA Standards? (Please note, this should be reflected on the <b>Individual Staff Training Report</b>.)</p> <p><b>If No:</b></p> <ul style="list-style-type: none"> <li>• Submit a <b>Professional Development Plan</b> (page 10) for each employee, documenting how the required continuing education will be obtained within the first year of employment.</li> </ul>	<p>Yes</p>	<p>No</p>
<p>Have all <u>existing staff members</u> who have worked at the program for one year or more completed 24 clock hours of continuing education, as required by NECPA Standards? (Please note, this should be reflected on the <b>Individual Staff Training Report</b>.)</p> <p><b>If No:</b></p> <ul style="list-style-type: none"> <li>• Submit a <b>Professional Development Plan</b> (page 10) for each employee, documenting how the required continuing education will be obtained <u>and explain the extenuating circumstances</u> that prevented the staff member from meeting the NECPA continuing education requirement.</li> </ul>	<p>Yes</p>	<p>No</p>