**TRAINING AND PROFESSIONAL DEVELOPMENT**

**POLICY AND PROCEDURES**

**Policy**

NMCAA implements a systematic approach to staff training and professional development designed to assist education staff and collaborative centers in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities and requirements.

**Procedures**

Refer below to determine training requirements for each regulatory entity (NMCAA, Great Start to Quality, GSRP, Early/Head Start, and Licensing). When comparing the requirements and the timeframe in which they must be met, NMCAA will meet the strictest requirements.

|  |  |
| --- | --- |
| **Position** |  **Required Number of Annual Training Hours** |
| Assistant Teacher | 24 |
| Classroom Aide | 16 |
| Substitute | 16 |
| Teacher | 24 |
| EHS Center Assistant | 24 |
| EHS Family & Center Specialist | 24 |
| EHS Teachers | 24 |
| Staff connected to CCBC: Coaches, Supervisors, Coordinators, Recruitment & Health Staff, and Family Engagement Specialists | 16 |
| ISD consultants connected to CCBC: Blair, Lincoln St, Traverse Heights | 16 |

**Great Start to Quality**

Great Start to Quality requires 24 hours of training for teachers and assistants. CPR and First Aid do not count toward the required 24 hours. Training must be completed through the Statewide Training Calendar.

* [Great Start to Quality Required Professional Development Training Topics (see pages 31-39)](https://greatstarttoquality.org/wp-content/uploads/2022/12/GSQ_Guidance_Document_Revisions_11.2022.pdf)

**Great Start Readiness Implementation Manual**

GSRP trainings must be approved by the ISD and include the topics listed in the training schedule. Follow your local GSRP requirements for mandatory trainings.

* [Program Requirements (See Child Assessment and Early Childhood Specialist)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/gsrp/implementation/implementation_manual.pdf?rev=f9b790e6ec5f43929b30d9a201fd9038&hash=3262003EBF8D5D20E1FC85F71D66BACB)

**Head Start** **Program Performance Standards**

Head Start requires all classroom staff attend at least 15 hours of professional development each year.

* [Head Start Program Performance Standards Professional Development Requirements](https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-92-training-professional-development)
* [Professional Development Requirements Chart](https://eclkc.ohs.acf.hhs.gov/sites/default/files/docs/pdf/hspps-training-required-chart.pdf)
* [On-Going Training Requirements](https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-47-safety-practices)
* [Head Start Early Learning Outcomes Framework](https://eclkc.ohs.acf.hhs.gov/school-readiness/article/head-start-early-learning-outcomes-framework)

**Licensing Rules for Child Care Centers**

All education staff, including subs, are required to have 16 hours of training annually (Jan. – Dec.) (R 400.8131).

* [Professional Development Requirements](https://www.michigan.gov/lara/-/media/Project/Websites/lara/CCLB/Center_TA_and_Consultation_Manual_-_7_1_17_576309_7.pdf?rev=7710552433c04ffba2850a8f863c7c8f&hash=F6CD9A18F9241B0E0A07BF4FC1296B85)

|  |
| --- |
| **New Staff Training: After Hire – Prior to First Day Working with Children** |
| **Annual Pre-Service Orientation Training (APOT)*** Center Policies/Procedures (L)
* Licensing Administrative Rules (L)
* Releasing Children to Authorized Adults (L & HS)
* Guidance Policy and Standards of Conduct (HS)
* Child Guidance & Discipline Policy (L & HS)
* Appropriate toileting, hand washing, and diapering procedures (L & HS)
* Appropriate precautions in transporting children, if applicable (L & HS)
* Emergency Procedures, Emergency Preparedness and Response Planning for Disasters (Review twice/year)(L & HS)
* Fire prevention and response (L & HS)
* Appropriate indoor and outdoor active supervision of children at all times (L & HS)
* Supervision of Volunteers (L & HS)
 | **Michigan Virtual Professional Learning Portal*** Prevention & Control of Infectious Diseases (including immunizations, for example, Hep B) (L & HS)
* Abusive Head Trauma (L & HS)
* Child Maltreatment/Recognition & Reporting of Child Abuse and Neglect (L & HS)
* Child Development/Developmentally Appropriate Practices and Expectations (L & HS)
* Appropriate precautions in transporting children, if applicable (L & HS)
* Emergency Procedures, Emergency Preparedness and Response Planning for Disasters (Review twice/year)(L & HS)
* Appropriate indoor and outdoor active supervision of children at all times (L & HS)
* Prevention of Shaken Baby Syndrome and Abusive Head Trauma and Child Maltreatment (L & HS)
* Use of infant safe sleeping practices / Prevention of Sudden Infant Death Syndrome (L & HS)
* Transportation Training for Child Care Providers (L & HS & GSRP)
 |
| **CACFP*** Safe Food Preparation (L & HS)
 | **Community of Practice*** Guidance Policy and Standards of Conduct (HS)
* Child Guidance & Discipline Policy (L & HS)
* Child Development/Developmentally Appropriate Practices and Expectations (L & HS)
* Planned Daily Activities and Routines (L)
 |
| **Education New Staff Training*** Planned Daily Activities and Routines (L)
* Education Coach New Staff Binder (HS & GSRP)
* NONI (HS)
* Conscious Discipline (HS)
 |
| **Certified Trainer or Supervisor** * CPR/First Aid certification or training
	+ Timeline varies by position

(Length of training may vary but a maximum of 2 hrs. can go towards training requirements.) (L & HS) | **Safety Practices Training*** Active Supervision
* Pedestrian & Transportation Safety
* Safe Environment Checklist & Required Postings
* Safety and Emergency Preparedness Plan
* Grab & Go Binder
 |

|  |
| --- |
| **New Staff Training: Complete within 90 Days of Hire** |
| **Michigan Virtual Professional Learning Portal*** Administration of medication, consistent with standards for parental consent (L & HS)
* Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic(L & HS)
* Handling and storage of hazardous materials & the appropriate disposal of bio-contaminates (L & HS)
* Prevention of and response to emergencies due to food and allergic reactions (L & HS)
 | **Local ISD*** In-Service Training (GSRP)
* Developmental Screener (GSRP) (training video)
 |
| **Wexford-Missaukee Website*** Developmental Screener (GSRP)
 |
| **Certified Trainer or Supervisor** * CPR/First Aid certification or training
	+ Timeline varies by position
* (Length of training may vary but a maximum of 2 hrs. can go towards training requirements.) (L & HS)
 |

|  |
| --- |
| **ALL Staff: Ongoing Trainings** |
| **Annual Pre-Service Orientation Training (APOT)*** Health policies and procedures (L & HS)
* Primary caregiving (L & HS)
* Other topics relevant to job responsibilities (L)
* Developmentally appropriate preschool cultural experiences (HS & GSQ)
* Supporting diverse children & their families (HS & GSQ)
* Professionalism (L & NMCAA)
 | **Michigan Virtual Professional Learning Portal*** Health policies and procedures (L & HS)
* Primary caregiving (L & HS)
* Water activities procedures (L)
* Curriculum (L, HS, GSRP)
* Developmentally appropriate preschool cultural experiences (HS & GSQ)
* Supporting diverse children & their families (HS & GSQ)
* Michigan Ongoing Health & Safety Training Refresher
 |
| **Community of Practice(s)*** Developmentally appropriate preschool cultural experiences (HS & GSQ)
* Supporting diverse children & their families (HS & GSQ)
* Preparing children & families for transitions (HS & GSRP)
* Supporting dual language learners (HS)
* Addressing challenging behaviors (HS)
 | **Policies & Procedures Training*** Field trip procedures (L & HS)
* Health policies and procedures (L & HS)
* Primary caregiving (L & HS)
 |
| **Education New Staff Training*** Serving children with special needs or disabilities (L, HS, GSQ)
* Curriculum (L, HS, GSRP)
 |
| **Coaches & Education Coach/Disabilities Manager*** CLASS training (HS, GSRP, GSQ)
* Ongoing child assessment tool (HS & GSRP)
 | **Monthly Recap Discussions*** Serving children with special needs or disabilities (L, HS, GSQ)
* Field trip procedures (L & HS)
* Attendance (HS & GSRP)
 |
| **Active Supervision and Safety Training*** Appropriate indoor and outdoor active supervision of children at all times (L & HS)
 |
| **On-Site Trainings at ISD’s*** Curriculum (L, HS, GSRP)
* GSRP orientation (GSRP)
* Attendance (HS & GSRP)
 | **Additional Training Opportunities*** [Individualized Professional Development (iPD) Portfolio](https://eclkc.ohs.acf.hhs.gov/professional-development/individualized-professional-development-ipd-portfolio/individualized-professional-development-ipd-portfolio)
* [CFD Professional Development Weebly site](https://nmcaatraininglibrary.weebly.com/)
 |

**Additional Training Opportunities**

* NMCAA Professional Development Opportunities Calendar
* Online ISD calendar
* Manager, supervisor, coach, and teacher-led trainings
* [MiRegistry Statewide Training Calendar](https://go.miregistry.org/v7/trainings/search)
* [Michigan Virtual Professional Learning Portal](https://plp.michiganvirtual.org/)
* [Child & Family Development Professional Development Weebly site](https://nmcaatraininglibrary.weebly.com/)

**Accessing Training Money**

* In addition to trainings provided by the program, staff may request funds to meet their individual training needs. Each individual may apply to use professional development funds towards attaining college degrees. This professional development money is allocated through a prioritized application process each year. Procedures for accessing professional development and training funds can be found on the [Head Start Weebly site](https://www.nmcaahs.com/professional-development.html).

**Training and Travel Time**

* Non-exempt (hourly) employees scheduled to attend a meeting, training, class, workshop, or seminar at the direction or request of NMCAA will be paid for the hours of the meeting or seminar and the travel time to and from the work site.
* NMCAA retains the option to determine the mode of transportation for which it will pay travel time for any given trip. An employee will not be paid for travel time exceeding the time required for selected mode of transportation.
* Exempt employees that attend a meeting or class will not receive specific compensation for travel time as such training and travel time is considered part of their job and included in their salary.
* Employees who have questions regarding whether travel time is compensable time should contact the HR Director.
* See NMCAA Personnel Polices for additional information.

**Recording and Verification of Training Hours**

All staff members are responsible for fulfilling and maintaining their required training hours.

**MiRegistry**

* Trainings taken through the Statewide Training Calendar will automatically populate on an individual’s learning record.
* Any trainings taken outside the Statewide Training Calendar must be submitted to MiRegistry for review to be included on a learning record; individuals must have a current membership (or be in the process of applying/renewing) to submit outside training certificates for review.
	+ Training hours for Licensing will be monitored through individual learning records in MiRegisty.

**ChildPlus**

* Attendance for **ALL** trainings must be submitted for entry into ChildPlus
	+ Attendance will be documented using the [Professional Development Participation Log](https://forms.office.com/r/Y2GepJbbwN) link or by scanning the associated QR code.
	+ 
* Supervisors will ensure individuals complete the required training hours per calendar year.
	+ Monitoring of individual’s training hours will be completed through monthly data packets and discussed at Recaps.
	+ Ongoing monitoring supports staff in their professional development goals to provide continuous program quality improvement.

Reference: HSPPS 1301.5,1302.47, 1302.92, Licensing R400.8131, Great Start to Quality Classroom Requirements, GSRP Early Childhood Specialist, Reporting and Monitoring

EHS-HS Team\ADMIN\Procedure Manual\Professional Development\TrainingandProfessionalDevelopmentPolicyandProcedures.doc