

## Training Tracking Procedure

The PROVIDER is required to track and maintain current training records with copies of supporting documents (i.e. certificates, training transcripts).

### A. Tracking Requirements

- 1) Each PROVIDER/EMPLOYEE must have a designated section/folder/file with a *Child Care In-Service Training Record (Form C-0108 or CHILD CARE IN-SERVICE TRAINING RECORD)* followed **only** by the current year's supporting documentation.
- 2) Each PROVIDER must maintain training documentation for the **current** year (July 1<sup>st</sup> – June 30<sup>th</sup>).

### B. Annual In-service Training

- 1) Staff *without* a FCCPC (Florida Child Care Professional Credential) are required to have 20 Instructional hours per year. (10 hours required by licensing + 10 additional hours).
- 2) Staff *with* a FCCPC (Florida Child Care Professional Credential) are required to have 12 Instructional hours per year. (10 hours required by licensing + 2 additional hours).
- 3) Staff with an Associates degree or higher in Early Childhood Education or related field recognized on the Staff Credential Verification are required to have 10 Instructional hours per year. (No additional hours are required beyond the licensing requirement).
- 4) Annual In-service Training must be taken in a minimum of 4 Core Competency Areas OR include professional conferences or college coursework.

The **8 Core Competency Areas** are:

Area 1 -- Health, Safety, and Nutrition

Area 2 -- Child Development and Learning

Area 3 -- Building Family and Community Relationships

Area 4 -- Teaching and Learning Environments and Interactions

Area 5 -- Curriculum

Area 6 -- Observing, Documenting, Screening, and Assessing to Support Young Children and Their Families

Area 7 -- Professionalism

Area 8 -- Conferences / Meetings

- 5.) Annual In-service Training may be provided in various ways. Face-to-face training is the preferred method.

C. The following will be recognized by the Coalition as In-service training:

- 1) Face to Face Training:
  - a) All professional development opportunities are advertised in the *Training Times*
  - b) Any training approved by IACET to offer CEUs
  - c) Any training offered by the Department of Education or Department of Children & Families
  - d) Workshops and conferences offered by national professional associations.
  - e) Coursework completed through technical schools and accredited institutions of higher learning (PTEC, St. Petersburg College, USF)
  - f) Coursework, credential, or certification reflected on the DCF Training Transcript
- 2) Online training or coursework offered by:
  - a) The Early Learning Coalition of Pinellas
  - b) The Department of Education
  - c) Accredited institutions of higher learning including community and state colleges
  - d) PTEC
  - e) The Department of Children and Families
  - f) Coursework, credential, or certification reflected on the DCF Training Transcript
- 3) The Pinellas County License Board requires all in-service training be specific to early childhood. The Coalition allows providers who are seeking a degree in Early Childhood Education to apply training hours, beyond those required by licensing, from general education coursework to meet their contractual requirement.
- 4) An online Early Childhood Education college course would meet the training requirement as follows:
  - 1 credit online college course = 15 training hours
  - 2 credit online college course = 30 training hours
  - 3 credit online college course = 45 training hours

D. Training documentation will be subject to inspection, review, and/or audit by the COALITION to maintain compliance during the duration of the agreement period.