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| <b>Department: Human Resources</b>  | <b>Effective Date: 5/27/2014</b>     | <b>Procedure Number: 8010</b>  |
| <b>Regulation Number:</b><br>1302.47<br>1302.90(c)<br>1302.92<br>Caring for Our Children Basics<br>CCDF Health & Safety Trainings | <b>Regulation Title:</b><br>Training | <b>Procedure Title:</b><br>Training for Staff, Consultants,<br>Contractors, and Volunteers |

**Procedure:**

Each direct service provider must have a documented training system that will ensure all staff receive 15 clock hours of professional development per year. The 15 hours of training should increase the knowledge and skills within the scope of their job responsibilities. Safety training required by the Missouri childcare licensing regulations and MARC Head Start will be in addition to the 15 hours of job specific training.

A plan shall be submitted annually to the MARC Head Quality Assurance Coordinator or Organizational Development Manager, following the instructions included with the training plan document. This system must include the following at a minimum:

- Trainings required at hire
- Annual trainings required per position

Each direct service provider shall have a system to track trainings for all staff. The system should include:

- Person responsible for tracking.
- Process for documenting evidence of completion, using the following:
  - MOPD Registry; or,
  - ChildPlus database.

See *Clarification for Policy and Procedure 8010* for a list of trainings.