Department: Human Resources	Effective Date: 5/27/2014	Procedure Number: 8010
Regulation Number: **1302.47** **1302.90(c)** **1302.92** **Caring for Our Children Basics** **CCDF Health & Safety Trainings**	**Regulation Title:** **Training**	**Procedure Title:** **Training for Staff, Consultants, 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.

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

- Person responsible for tracking.
- Process for documenting evidence of completion, using the following:
    - MOPD Registry
        - Tier 1 & 2 direct service providers can print a report with detailed training information for each EHS/Head Start staff person and submit to MARC Head Start.
        - Tier 3 print report upon request from MARC Head Start.
    - ChildPlus database.
        - Tier 1 & 2 direct service providers can submit to MARC Head Start documentation indicating the name of the participant(s), date, title, number of training hours:
            - Certificates with all required information.
            - Documentation of training provided onsite: agenda with title of training and hours and sign in sheet with participants.
            - If you submit documents for reimbursement of training dollars, copy

the MARC HS QA Coordinator in the invoices email to use for entry in ChildPlus.

See *Clarification for Policy and Procedure 8010* for a list of training requirements and options.