

INITIAL STAFF TRAINING RECORD
(First Year of Employment)

Employee's Name

Employment Date

Position

	<u>Date</u>	<u>Approved Hours</u>	<u>Source of Training</u>	<u>Required by Position</u>	<u>Documentation On file</u>
CPR	_____	_____	_____	_____	_____
First Aid	_____	_____	_____	_____	_____
Identifying, reporting, meeting needs of abused child (two hours required)	_____	_____	_____	_____	_____
Disease control, cleanliness, basic hygiene, illness detection, illness disposition, childhood injury control	_____	_____	_____	_____	_____
Child care related training (four hours required)	_____	_____	_____	_____	_____
Food nutrition planning, preparation, serving, proper dishwashing and food storage (four hours required of administrator and cook)	_____	_____	_____	_____	_____