



# Training Inventory

## For Accredited Child Care Programs

**You must submit a complete, accurate Training Inventory to receive a Star Rating. To complete the Training Inventory, you must provide evidence that confirms:**

1. Every Lead Provider / Lead Teacher has completed at least eight hours of training, coaching, consulting or mentoring on implementing curriculum within the last five years.
2. Every Lead Provider / Lead Teacher has completed at least eight hours of training, coaching, consulting or mentoring on authentic child assessment within the last five years.
3. Every Lead Provider / Lead Teacher has a current Individual Membership and a Career Lattice Step in Develop.
4. Every Lead Provider / Lead Teacher has ensured accurate employment records by listing his/her current employer on the *Employment* tab in his/her Individual Membership profile in Develop.

**Definition of Lead Provider / Lead Teacher:** The Lead Provider / Lead Teacher is the highest qualified person who works with children at least 50 percent of the program's operating hours. Family Child Care programs must identify one lead provider. Child Care Centers must identify one lead teacher per classroom. Submit training evidence for only the Lead Provider / Lead Teacher. Do not include other staff on the Training Inventory.

For technical assistance on completing this Training Inventory, please contact Katie Hoffman at [katieh@childcareawaremn.org](mailto:katieh@childcareawaremn.org), or call at 651-290-9704, ext. 108.

### Parent Aware Training Rules:

**The Learning Record is the source the Minnesota Department of Human Services (DHS) uses to verify training for Parent Aware Ratings.**

DHS has access to electronic versions of all Learning Records; you do not need to submit copies of Learning Records.

1. All training must have been completed five years prior to the date you signed the Parent Aware Participation Agreement. The dates when actual college coursework was completed will be used, not the date of graduation.
2. Official, unopened college transcripts must be submitted to MNCPD. College coursework must appear on a Learning Record.
3. Training must appear on the Learning Record as MNCPD approved, or as "Other Training" if it is provided by an approved training organization (Head Start programs, the Minnesota Department of Education, the Minnesota Department of Health, school districts, and publishers of an approved curriculum or assessment tool). These trainings will be accepted for Parent Aware when they appear on the individual's Learning Record. If the training does appear in the "Other Training" section of the Learning Record, you must identify the approved training organization in the chart included in this form.
4. To receive credit for qualifying coaching, consulting, and mentoring, you must submit a completed Verifying and Documenting Coaching, Consulting, and Mentoring in Parent Aware form for each session or set of sessions labeled with the training Indicator you are trying to meet.

Program Name: \_\_\_\_\_

License #: \_\_\_\_\_

### Directions to Complete the Training Inventory Chart

Use the chart below to identify training each Lead Provider / Lead Teacher completed to meet the requirements for eight hours of training on implementing curriculum and eight hours of training on authentic child assessment. Develop Individual ID#s are required for every Lead Provider / Lead Teacher. Fill in every box; leave no blank spaces. Use the Learning records to find the information required to complete the chart below. Enter only one Event per line.

Lead Provider / Lead Teacher Name	Develop Individual ID#	Check <u>One</u> Requirement (Curriculum OR Assessment)	Event ID#	Event Title	Training Organization (If the training appears in the "Other Training" section of the Learning Record, identify the approved training organization here. See item #3 in the Parent Aware Training rules listed in this form.)	Date Training was Completed	Number of Training Hours Completed
<i>Example:</i> Chris Doe	<i>Example:</i> 987654	<input checked="" type="checkbox"/> Curriculum <input type="checkbox"/> Assessment	<i>Example:</i> 80852	<i>Example:</i> How to Implement Curriculum in Early Childhood Settings	<i>Example:</i> School District #321	<i>Example:</i> 10/22/13	<i>Example:</i> 8
<i>Example:</i> Pat Smith	<i>Example:</i> 876543	<input type="checkbox"/> Curriculum <input checked="" type="checkbox"/> Assessment	<i>Example:</i> 55428	<i>Example:</i> Assessment-Gathering and Using Information	<i>Example:</i> Minnesota Department of Education	<i>Example:</i> 10/22/14	<i>Example:</i> 8
		<input type="checkbox"/> Curriculum <input type="checkbox"/> Assessment					
		<input type="checkbox"/> Curriculum <input type="checkbox"/> Assessment					
		<input type="checkbox"/> Curriculum <input type="checkbox"/> Assessment					
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PLEASE MAKE COPIES OF THIS FORM AS NEEDED