

NEW Early Childhood Teacher Orientation
Includes Lead Teacher, Assistant Teacher, and Substitute Teacher
for Family Child Care, Group Child Care, and Child Care Center



New Employee Paper Work
Pre-Service / before starting in the facility

- Person Information Sheet - submit to licensing
- Release of Information - submit to licensing
- Tdap and MMR documentation - submit to licensing

Once Licensing receives the documentation they will review and if complete, assign a PS#; Background and FBI check will be reviewed.



On-the-Job Facility Overview Training & ECP membership
Completed within 30 days of hire

- Provided by employer (requirements and template provided)
- Employee and Employer must verify completion in writing
- [Practitioner Registry](#) Application submitted*



Pre-service Training

*To be completed prior to caring for children, or under supervision of a teacher.
Completed within the first 30 days of hire.*

- **Infant, Child, and Adult CPR & Pediatric First Aid Certification** Upload to [ECP Registry Account](#)
- [Infant Safety Essentials](#) - 2 hours ** CCT



Health and Safety Required Professional Development
Completed within 90 days of hire

- [New Staff Health & Safety Orientation](#) - 6 hours CCT
- [Together We Grow](#) - 3 hours CCT
- [Early Childhood Essentials](#) - 3 hours CCT

*Substitute and School Age Exception

**School Age Care Exception

04/06/2023