

RECORD OF ANNUAL TRAINING
(Subsidy Inspection Requirements for Child Day Centers 22VAC40-665-530.5)

*16 hours of training and staff development activities are required in addition to orientation training.

CAREGIVER'S NAME: _____ **JOB TITLE:** _____

NAME OF TRAINING SESSION	NAME OF TRAINER	NUMBER OF HOURS	DATE(S) ATTENDED	NAME OF ORGANIZATION THAT SPONSORED TRAINING

RECORD OF ORIENTATION TRAINING

(Required by Subsidy Inspection Requirements for Child Day Centers 22VAC40-665-580 D)

**Orientation training must be completed on the following facility specific topics prior to the staff member working alone with children and within seven days of the date of employment or the date of subsidy vendor approval.*

Orientation Topic	Date Completed
Playground Safety Procedures	
Responsibilities for reporting suspected child abuse or neglect	
Confidentiality	
Supervision of children, including arrival and dismissal procedures	
Procedures for action in the case of lost or missing children, ill or injured children, medical, and general emergencies	
Medication administration procedures, if applicable	
Emergency preparedness plan as required in 22VAC40-665-770	
Prevention of shaken baby syndrome/abusive head trauma including coping with crying babies, fussy or distraught children	
Prevention of sudden infant death syndrome and use of safe sleeping practices	
Preventing exposure to food (s) to which the child is allergic, preventing cross contamination, recognizing and responding to any allergic reactions	
Transportation	
Virginia Pre-Service Training for Child Care Staff	Date Completed:
Total Hours of Orientation Training:	

RECORD OF CPR/FIRST AID CERTIFICATION
(Required by Subsidy Inspection Requirements for Child Day Centers 22VAC40-665-580 E)

	Date Completed	Expiration Date
CPR Certification		
First Aid Certification		

Additional Certifications/Training