

Annual Professional Development Record

Name: _____ Position: _____

_____ to _____
(dates)

Topic	Required	Training Title	Training Agency/Trainer	# hrs/CEUs	Date/Documentation
General	<input type="checkbox"/>	Orientation			
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
Choose Topic - from drop-down menu	<input type="checkbox"/>				
			Total Training Hours		

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Topic	Child Care Lounge Training Title
Health, Safety, and Nutrition	
Child Growth, Development & Guidance	<ul style="list-style-type: none"> • Positive Discipline • Every Child is Unique • Separation Anxiety • Taming Temper Tantrums • The Impact of Violence on Young Children • Potty Training in Child Care • Bullies: How to Manage and Prevent Their Behavior • Social and Emotional Skills Spell School Success and Readiness • Toddlers: Terrific or Terrible? • Autism in your Child Care Setting • Understanding and Responding to Biting
Commitment to Professionalism	<ul style="list-style-type: none"> • Proud to Be a Professional! • Become Part of a Professional Team • Caring for Yourself as a Child Care Provider
Observation and Assessment	<ul style="list-style-type: none"> • Observing Children
Program Management & Administration	<ul style="list-style-type: none"> • Recruiting Child Care Staff • Marketing Your Child Care Program
Working with Families	<ul style="list-style-type: none"> • Promoting Family Partnerships • Reporting Concerns • Excellence in Child Care Customer Service
Environment, Curriculum & Content	<ul style="list-style-type: none"> • Using Books and Stories with Young Children • The Anti-bias Approach • Infant and Toddler Care • Preschool Science • Managing Mixed Age Groups • Learning Through Play • Tranquil Transitions • Pre-School Math • Moving and Grooving: Motor Skills and Movement