Doña Ana County Head Start/Staff
Training Log

Year _____

Required: All staff members, substitutes & volunteers working directly with children and working more than 20 hours per week will have at least 24 hours of training each year. Substitutes and volunteers working less than 20 hours per week must have 12 hours of training per year. (8.16.2.22 (2)(c)NM Childcare Licensing Regulations)

At least three competency areas within one year and all seven areas within two years

Use the following Key in the training log to indicate the competency

FA = First Aid **CPR** = CPR **I** = Infection Control ***Competency 1:*** **C** = Child Growth, development & learning	***Competency 2:*** **H** = Health **S** = Safety **N** = Nutrition ***Competency 3:*** **F** = Family & Community collaboration ***Competency 4:*** **D** = Developmentally appropriate content	***Competency 5:*** **L** = Learning environment & Curriculum implementation ***Competency 6:*** **A** = Assessment of children & programs ***Competency 7:*** **P** = Professionalism

Name _____ **Position**_____ **Date Hired** _____

Date	Subject	Given by:	Competency	Trng. hrs	Cum. hrs

Check when completed

- ☐ **FA**
- ☐ **CPR**
- ☐ **I**
- ☐ **C**
- ☐ **H**
- ☐ **S**
- ☐ **N**
- ☐ **F**
- ☐ **D**
- ☐ **L**
- ☐ **A**
- ☐ **P**