

**Professional Development Policy- revised in red**

**Policy ID:** NENCAP HS-PO6

**Board Approval Date:**

**Policy Council Approval Date:**

**Effective Date:** 8/1/2023

**Performance Standard:** 1302.47 Safety Practices; 1302.91 Staff qualifications and competency requirements; 1302.92 Training and professional development.

**Purpose:**

The Professional Development Policy will serve as our plan to provide staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities. Refer to our Coordinated Approach to Professional Development for additional guidance.

**Procedure:**

- 1) All staff will attend Agency Orientation on their first day of hire.
- 2) All staff will attend Head Start 101 where they will receive copies of program policies and will complete the NENCAP Early Childhood Credential Completion Agreement.
- 3) All staff will receive required safety training within three months of hire.
- 4) At time of hire staff will receive a training plan where they will build their knowledge, experience and competencies to improve child and family outcomes.
- 5) All staff will receive training to improve outcomes for all children and families.
- 6) All staff will complete 15 clock hours of professional development annually. Training hours will be calculated based off of employee start date.
- 7) All staff will keep their CPR/First Aid and “Safe with You” certifications current.
- 8) All staff are aware of the research-based coordinated coaching strategy the program implements.
- 9) Online resources available include: Teaching Strategies - digital curriculum resources, **Early Childhood Learning and Knowledge Center (ECLKC), Individualized Professional Development (iPD), and Child Plus.**
- 10) All staff will complete a yearly health day and other required trainings (e.g. bloodborne, medication administration, etc.)