

Name: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 Employee Start Date: \_\_\_\_\_  
 Training Due Date: \_\_\_\_\_  
 (90 Days after start date)

# Pre-Service Training

Form Updated 5/19/2017

## Pre-Service Clock Hour Requirements

- A.) 8 clock-hours training before caregiver may be counted in the child/caregiver ratio.  
 B.) Remaining 16 clock-hours of training within 90 days of employment.  
 C.) Caregivers can be **EXEMPT** from pre-service training requirement if:  
     1.) Have at least 2 years prior experience in a regulated child care center;  
     2.) Have documentation of 24 clock-hours of pre-service training

Trainings	Assigned (X)	Taken (X)	Date Taken	Clock Hours	Category Type (x)		(ITC) Category Search Code
					7 Main	SIDS...	
SAMPLE TRAINING	X	X	05/19/2017	1	X		TX-PS-DS
1.)							
2.)							
3.)							
4.)							
5.)							
6.)							
7.)							
8.)							
9.)							
10.)							
11.)							
12.)							
13.)							
14.)							
15.)							
16.)							
17.)							
18.)							
19.)							
20.)							
21.)							
22.)							
23.)							
24.)							

Did this person take at least 24 hours of training in the first 90 days of employment? (y/n): \_\_\_\_  
 If this caregiver is working with children younger than 24 months, did they take 1 hour SIDS/Shaken Baby/Brain Dev.? (y/n): \_\_\_\_

*This form was created for your convenience to help you better track all of your staff's annual training requirements. Feel free to contact us with any suggestions you may have to improve this form. Also, feel free to contact us with any questions you may have about our child care trainings and training partnerships. you can contact us at:*

**Impact Training Center, LLC**, Attn: Scott Kolpien, 715-258-2448, [scott.kolpien@impacttrainingcenter.net](mailto:scott.kolpien@impacttrainingcenter.net)