

Quality Rated Portfolio Staff Checklist

Use these charts to determine documentation required for each staff member in your program. This form can be used for center-based and family child care programs participating in Quality Rated.

| <u>ADMINISTRATORS</u> | | | | | | | | | | | | | | |
|-----------------------|-------|--------|-------|---|---------------------------------------|-----------------|----|----------------|-----|-----|--|-----|-------|----------------------------|
| Name | Title | PDS | | 40-Hour Training (If Career Level 1-6) | Years of Exp (If Career Level 1-6) | CPR & First Aid | | Training Hours | | | Professional Learning Plan Number of Competencies | | | Date Completed SF Training |
| | | Status | Level | | | CPR | FA | 14+ | 16+ | 18+ | ADM | ECE | Hours | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

| <u>LEAD AND ASSISTANT TEACHERS</u> | | | | | | | | | | | | | | |
|------------------------------------|-------|--------|-------|-----------------|----------------|----|-----|--|-----|-------|----------------------------|-------|-------|--|
| Name | Title | PDS | | CPR & First Aid | Training Hours | | | Professional Learning Plan Number of Competencies | | | Date Completed SF Training | | | |
| | | Status | Level | | CPR | FA | 14+ | 16+ | 18+ | 1 ECE | | 2 ECE | 3 ECE | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

For all other staff such as Floaters, Center Supports, Bus Drivers, etc., only Strengthening Families and CPR/First Aid training are evaluated.