



Portfolio - Staff Checklist

Use this chart to determine documentation required for each staff member including the director and other administrators in your program. This form can be used for center-based or family and group home child care programs participating in Quality Rated.

Directions:

1. Name: record each staff member's name beginning with the program director or family child care owner (if director).
2. Title: add titles for each staff member; begin with lead teachers before adding assistant teachers.
3. PDR Level: add the PDR level for which each staff member is qualified, and check the box if the PDR level has been verified.
4. CPR/First Aid: check each box to indicate if staff member's CPR and First Aid card/s have not expired and can be verified.
5. Training Hours: check the box that shows the number of hours **BEYOND** those required by licensing that each staff member has obtained in the last 12 months.
6. Professional Development Plan: after each staff member has developed a plan, check the box that corresponds to the number of competency areas in Administration (ADM) or Early Childhood Education (ECE) that were addressed. Indicate if the goals for the competency areas were at the Beginner (B), Intermediate (I), or Advanced (A) level.
7. Cultural and Linguistic Competency Training Hours: check the box that corresponds to the number of hours each staff member has had in cultural/diversity or linguistic training.
8. Inclusion/Special Needs Training Hours: check the box if staff member has completed training in topics related to inclusion (*behavior, classroom modifications and accommodations, children with special health care issues, etc.*)
9. Strengthening Families Online Training: in the box record the date the staff member completed the online training.

*This checklist was designed to help programs complete the portfolio requirements of Quality Rated.
Completing this form is not mandatory, but it will help programs track staff requirements.*

* Duplicate form as needed

Staff Member Name	Staff Member Title	PDR Level		CPR & First Aid		Training hours			Professional Dev. Plan (ADM or ECE)				Cultural & Linguistic Training			Inclusion Special Needs Training 2hrs	Date Completed SF Training
		Level	Verified	CPR	FA	4	6	8	1	2	3	B, I, A	2hr	4hr	6hr		