

**MARYLAND STATE DEPARTMENT OF EDUCATION**  
**Child Care Center Staff Professional Development Plan for Continued Training**

Staff Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date of hire: \_\_\_\_\_ For Year: \_\_\_\_\_

**Guidelines for use:**

- Each child care center employee is responsible for completing continued training each year of employment. Aides/Assistants - 6 clock hours per year, Directors/Teachers - 12 clock hours per year.
- The employee should use this tracking sheet to plan and carryout their individual training plan. It is intended that the employee with take training in a variety of Core of Knowledge areas each year depending on their professional development needs and interests.
- It is the responsibility of the individual (director, teacher, aide, assistant) to complete the professional development plan for their qualification/personnel file and keep it updated.
- The development plan may transfer with the director, teacher, aide, assistant to a new employer, however, clock hours of continued training are assessed by the date of hire in each facility.
- If a staff person is currently enrolled in college coursework any coursework related to early/elementary education may be used toward meeting the core of knowledge area training requirements.

<b>Core of Knowledge Training – A minimum of ½ the training requirements per year of employment.</b>								
Plan to Complete (Date)	Training	Core of Knowledge Area (indicate number of clock hours in the appropriate area/s)						Date Completed (attach copy of certificate)
		CD	Curric	HSN	SN	PRO	Comm	

<b>Elective Training – Maximum of ½ the training requirement per year of employment.</b>			
Plan to Complete (Date)	Training	Number of Clock Hours	Date Completed (attach copy of certificate)

<b>Other Required Training:</b>			
Type	Title	Expiration Date	Date Completed
First Aid			
CPR			