

Substitute/One on One Aide Training Verification

I, _____, have read and understand the agency procedures addressed in the PACT Substitute Training Guide. I have received the following information or training:

- _____ Child Care Act
 - _____ DCFS Licensing Standards for Day Care Centers (www.state.il.us/dcfs/docs/407.pdf)
 - _____ Manual for Mandated Reporters
 - _____ **On-line Mandated Reporters Training-certificate in file (1.5 hrs)
 - _____ **Food Handler Training (Schedule with Health Coordinator)
 - _____ SIDS Training-current certificate in file (ilearning)
 - _____ SBS Prevention Training-current certificate in file (ilearning)
 - _____ Trauma Informed Care (ilearning)
 - _____ *Crisis Management/Evacuation Training w/sign-off _____ (Time)
 - _____ *Health Training-PP's (Family Style Meal Service, Hand Washing 101, CACFP Training) _____(Time)
 - _____ **First Aid/CPR (Macomb Only)
 - _____ *Epi Pen Training _____(Time)
 - _____ *Nebulizer Training _____(Time)
 - _____ Health and Safety Basics (ilearning)
 - _____ *Sub Training Booklet _____(Time)
 - _____ Standards of Conduct (for re-training a second year sub-1st year on file checklist)
 - _____ Promoting Social Competence Power Point and Test
 - _____ Behavior Has Meaning Power Point and Test
 - _____ ECE Level 1 Modules (started during training and completed within 90 days of hire)
- *Total SS trained non-ilearning total training time _____

I understand all references must be turned in within 30 days of hire or I cannot be used as a PACT Substitute. Substitute hire is pending Policy Council approval.

Substitute's Signature

Date _____

Supervisor/Trainer Signature

Date _____

Proof of training (certificates, transcripts, etc.) is filed in Substitute DCFS file. Training hours for the year must total 15 hours. Self-report any non-ilearning trainings into Gateways marked with asterisk(s) above.

**NEW STAFF TRAINING
ECE Level 1 Modules**

The ECE Credential Level 1 Training is designed to introduce individuals to general child development, health and safety, school-age care, observation, environments for children, and the importance of relationships with children and their families. The ECE Credential Level 1 online curriculum consists of 16 modules.

The modules will be introduced to staff during training and completed within 90 days of hire.

- Module 1- Child Development Overview: Understanding How Young Children Grow and Develop
- Module 2a-Health Issues for Group Care
- Module 2b-Nutrition Issues for Group Care
- Module 2c-Safety Issues for Group Care
- Module 3-Observation and Guidance
- Module 4- Learning Happens in Relationships
- Module 5-Family and Community Relationships
- Module 6-Personal and Professional Development
- Module 7a-Child Development: Ages Birth to 8 Months
- Module 7b-Child Development: Ages 8-18 Months
- Module 7c-Child Development: Ages 18-36 Months
- Module 8a-The Preschool-Age Child: Social and Emotional Development
- Module 8b-The Preschool-Age Child: Physical Development
- Module 8c-The Preschool-Age Child: Language Development
- Module 8d-The Preschool-Age Child: Cognitive Development
- Module 9-School Age Development

I have completed the ECE Level 1 Modules and understand general child development.

Employee Signature: _____

Date: _____