

Complete this report annually and keep a copy of this and training documentation in the early educator's personnel file.

Name: _____ Position: _____ Hire Date: _____ School Year: _____

Section 1: Required Training

Training topics may be combined during training presentations.

	Completion or Expiration Date
Annually—Review of the school's employee/program manual or handbook, including guiding statements and policies and procedures.	
Annually—Recognizing, reporting, and preventing child abuse, as state mandated.	
First aid/CPR—As state mandated.	
Annually—Universal precautions (i.e., blood-borne pathogens) as state mandated.	

Section 2: ACSI Training

Completion Date

<i>Principles and Practices of Christian Early Education</i> (required only once)	
---	--

Section 3: Continuing Education / Professional Development*

ACSI Standard 4 requires 12 clock hours of professional development training per year. State requirements for additional clock hour training must also be met. Check with state licensing to determine content area requirements.

Name of Training	Date Completed	Number of Hours
Total Hours		

Section 4: Biblical Studies*

ACSI emphasizes the necessity for Christian early education teachers and directors to have a solid grasp on God's Word in order that they be equipped to integrate it into their lives and teaching. Standard 4 requires four clock hours of biblical studies per year. These may be obtained through individual Bible study, and/or a formal group, and/or a formal Bible study during staff devotions. The EE supervisor must preapprove biblical studies coursework before the study is taken. Biblical studies include topics or themes from an organized course or curriculum-based materials.

Examples of biblical studies could include (not an exhaustive list):

- Courses in the Bible channel through ConNEXUS Premium
- Recorded biblical studies in the ACSI Members Only EE Community group
- College coursework in biblical studies
- Books of the Bible
- Child Evangelism
- Teachings of Christ
- Women of Faith Bible studies
- Beth Moore Bible studies
- John Piper Bible studies
- Bible Study Fellowship

Examples of biblical studies that are NOT approved (not an exhaustive list):

- Sunday church service
- Sunday school attendance
- Small group attendance
- Chapel times
- Prep for teaching Bible lessons
- Teaching Sunday School

Name of Training	Date Completed	Number of Hours
Total Hours		

Employee's signature: _____ Date _____ E-mail: _____

Supervisor's signature: _____ Date _____ E-mail: _____

*If additional lines are needed, please attach a separate page.