

Pre-service Training Plan

Training Plan for a newly hired Director or Teacher that does not meet the Qualifications for the Position

Pre-Service Training Plan for: _____

Position of staff person: Director Teacher **License Type:** Child Care Center School-Age-Only Center Preschool

Name of Licensed Child Care/Preschool Program _____

Address of Licensed Child Care/Preschool Program _____

City _____ **Zip Code** _____ **License #** _____

Director's Name _____

Director's Email Address _____ **Phone Number** _____

Age group program serves: Infants Toddlers Preschoolers Kindergarteners Primary School Age

Newly Hired	Credit Hours (college coursework)	Training hours	Time period to complete
Child Care Center Director	6	36	12 months
Child Care Center Non-certificated teacher	3	45	6 months
School-Age Center Non-certificated teacher	3	45	6 months
Preschool Non-certificated teacher	3	45	6 months

Training or college coursework can be in administration, early childhood education, education, or child/youth development. (Note: all independent study training must have a completed independent study form for approval of the independent study for credit hours.)

Course Title, Name of College or University* ** One line description of course title, college/university <i>Title</i>	Indicate the number of credit/clock hours	
	# of Credit Hours	# of Clock hours

**It is the responsibility of the program director to ensure that the trainings/course titles selected are appropriate to their setting and the population they serve.*

