



DELAWARE STARS FOR *EARLY SUCCESS*
Quality Improvement Plan Part 2:
Required Training Worksheet
Alternative Pathway - Head Start/ECAP

Program _____

Date _____

Directions: List ALL Administrators, Curriculum Coordinators, and Early Childhood Center Staff (not including those designated as volunteers, caregivers, or interns)

Put check (✓) box if individual NEEDS training.

Put X in the box if individual HAS ALREADY HAD training.

Use N/A when not applicable.

Use comments section to document when/how the training was taken and/or who will take training so program meets standards

Names	Designated Position	ERS Intro 2 hrs.	ERS Tool 3 hrs.	CCP 6 hrs.	Comments

(Make additional copies as needed)

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DIRECTIONS FOR CENTERS:

Step 1: Administrator and Curriculum Coordinator

1. Review administrator and curriculum coordinator training/education to determine if each individual has completed training in the following areas:
 - Environment Rating Scale (ERS) Intro
 - Environment Rating Scale (ERS) tool specific to the age(s) of the children served
 - Comprehensive Curriculum Planning (CCP)
2. Fill-in the chart, identifying any training needs for the administrator and/or the curriculum coordinator.

Step 2: Early Childhood Center Staff

1. Review training/education records of staff who are designated as teacher or assistant teacher who are in charge of a classroom or group of children to determine if each individual has completed training in the following areas:
 - Environment Rating Scale (ERS) Intro
 - Environment Rating Scale (ERS) specific to the age(s) of the children served
 - Comprehensive Curriculum Planning (CCP)
2. Fill-in the chart, identifying any training needs for each staff member.