



DELAWARE STARS FOR *EARLY SUCCESS*

Quality Improvement Plan Part 2: Required Training Worksheet

Program _____ Date _____ Working to Achieve Star Level _____

- Directions: List ALL Early Childhood and School Age Center Staff (not including those designated as caregivers or interns) or those working in FCC/LFCC settings.
- 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.

Training Key

ELF- Early Learning Foundations	ERS- Self-Assessment with the Environment Rating Scale- Star 3 & above
O&A- Observation and Assessment	INC- Inclusion Best Practice
CCP- Comprehensive Curriculum Planning- Star 4 & above	

Names	Designated Position	ELF 2 hrs. (Star Level 2)	INC 3 hrs. (Star Level 2)	O&A 3 hrs. (Star Level 2)	ERS 2 hrs. (Star Levels 3 & 5)	ERS 3 hrs. (Star Levels 3 & 5)	CCP 6 hrs. (Star Levels 4 & 5)	Comments

(Make additional copies as needed)

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DIRECTIONS FOR CENTERS:

Working on Star Level 2:

Step 1: Administrator and Curriculum Coordinator or FCC/LFCC Licensee

1. Review administrators and curriculum coordinators or FCC/LFCC Licensee's training/education records to determine if each individual has had training in the following areas:
 - o Early Learning Foundations (ELF)
 - o Inclusion Best Practice (INC)
 - o Observations and Assessment (O&A)
2. Fill-in the above chart for these individuals in order to identify any training the administrator and/or curriculum coordinator, or FCC/LFCC Licensee, needs to take.

Step 2: Early Childhood and School Age Center Staff

1. Review staff training/education records to determine if each individual has had training in the following areas:
 - o ELF
 - o INC
 - o O&A
2. Fill-in the above chart for each staff member, identifying training that they have taken in these areas.
3. Complete the above chart; identifying training staff members have not yet taken/training needs - ELF, INC and O&A.
4. Review the chart for each training - ELF, INC and O&A - identifying those staff members who will take each training in order for program to meet the 75% requirement.

Working on Star Level 3:

Step 1: Administrator and Curriculum Coordinator or FCC/LFCC Licensee

1. Review administrators and curriculum coordinators or FCC/LFCC Licensee's training/education to determine if each individual has had training in the Environment Rating Scale (ERS) specific to the age(s) of the children served.
2. Fill-in the above chart, identifying any training needs for the administrator and/or the curriculum coordinator, or FCC/LFCC Licensee, in this area.

Step 2: Early Childhood and School Age Center Staff

1. Review training/education records of staff members who are in charge of classrooms/groups of children to determine if each individual has had training in ERS.
2. Fill-in the above chart for each of those staff members, identifying whether they have taken training in ERS.
3. Complete the above chart, identifying those staff members who have not yet taken training in ERS.
4. Review the chart for ERS training, identifying those staff members who will take ERS training in order for program to meet the 75% minimum requirement.

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Working on Star Level 4:

Step 1: Step 1: Administrator and Curriculum Coordinator or FCC/LFCC Licensee

1. Review administrators and curriculum coordinators or FCC/LFCC Licensee's training/education to determine if each individual has had training in Comprehensive Curriculum Planning (CCP).
2. Fill-in the above chart, identifying any training needs for the administrator and/or the curriculum coordinator, or FCC/LFCC Licensee, in this area.

Step 2: Early Childhood and School Age Center Staff

1. Review staff training/education records of staff members who are in charge of classrooms/groups of children to determine if each individual has had training in CCP.
2. Fill-in the above chart for each of those staff members, identifying whether they have taken training in CCP.
3. Complete the above chart, identifying those staff members who have not yet taken training in CCP.
4. Review the chart for CCP training, identifying those staff members who will take CCP training in order for program to meet the 75% minimum requirement.

Working on Star Level 5:

Early Childhood and School Age Center Staff

1. Review staff training/education records of staff members who are in charge of classrooms/groups of children to determine if each individual has had training in CCP.
2. Fill-in the above chart for each of those staff members, identifying whether they have taken training in CCP.
3. Complete the above chart, identifying those staff members who have not yet taken training in CCP.
4. Review the chart for CCP training, identifying those staff members who will take CCP training in order for program to meet the 100% requirement.