East Missouri Action Agency, Inc.
Head Start

CENTER VISIT REPORT

Center: Date:

To:

Re: Training Hours

All education staff are required to have 15 clock hours of professional development training each year. (See the standard below.) Our program year begins in August. You have only had 12 hours of training this year, all of which occurred during pre-service.

Before the next program year begins, you are responsible for obtaining more 3 clock hours of training. These must be recorded through training approved by Child Care Aware. These trainings are offered locally through Educare at www.sfccp.com/educare or call them (431-3173), or can be found on www.moworkshopcalendar.org.

You will be asked for your MOPD number so that you obtain credit for your training. You must give Denise Teasley a copy of your training certificates so that these can be entered into Child Plus.

Failure to do so by before our program year begins will result in disciplinary action or termination.

G. EDUCATION STAFF TRAINING

Objectives: 1306.23 Training (a) Head Start grantees must provide pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities. This training must be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.

Head Start Act of 2007 **648A(a)(5) Each Head Start teacher shall attend not less than 15 clock hours of professional development per year. Such professional development shall be high-quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.**

Employee Signature_____

Center Supervisor Signature_____

Area Coordinator Signature_____