# **[CHILDCARE CENTER NAME]**

### **Staff Training and Certification Checklist**

**Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date Prepared:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **1. Instructions**

1. **Initial Setup:**
	* List all current staff members under **Staff Information**.
	* Identify and list all required certifications and trainings.
2. **Tracking:**
	* For each staff member, record the date each certification was obtained.
	* Note the expiration/renewal date for each certification.
	* Update the checklist upon completion of trainings or renewals.
3. **Renewals:**
	* Set reminders for upcoming renewal dates to ensure timely completion.
	* Ensure all staff complete necessary renewals before certifications expire.
4. **Compliance:**
	* Maintain this checklist as a record of compliance with state and local regulations.
	* Keep a copy on file for inspections and audits.

## **2. Staff Information**

| **Staff Member Name** | **Position/Role** | **Contact Information** | **Date Hired** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **3. Required Certifications and Trainings**

### **3.1 CPR Certification**

| **Staff Member Name** | **Certification Date** | **Expiration Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | ☐ Up to Date |  |
|  |  |  | ☐ Needs Renewal |  |
|  |  |  | ☐ Not Certified |  |
|  |  |  | ☐ N/A |  |

### **3.2 First Aid Certification**

| **Staff Member Name** | **Certification Date** | **Expiration Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | ☐ Up to Date |  |
|  |  |  | ☐ Needs Renewal |  |
|  |  |  | ☐ Not Certified |  |
|  |  |  | ☐ N/A |  |

###

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### **3.3 Health and Safety Training**

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Up to Date |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Needs Renewal |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Not Trained |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ N/A |  |

### **3.4 Medication Administration Training *(If Applicable)***

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Up to Date |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Needs Renewal |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Not Trained |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ N/A |  |

### **3.5 Emergency Procedures Training**

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Up to Date |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Needs Renewal |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Not Trained |  |
|  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ N/A |  |

### **3.6 Additional Trainings *(Customize as Needed)***

| **Training Type** | **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| Nutrition and Meal Planning |  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Up to Date |  |
| Child Development |  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Needs Renewal |  |
| Safe Medication Handling |  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Not Trained |  |
| Conflict Resolution |  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ N/A |  |
| [Add Additional Training Types] |  | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ N/A |  |

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## **4. Renewal and Compliance Tracking**

### **4.1 Renewal Reminders**

| **Staff Member Name** | **Certification/Training** | **Expiration/Renewal Date** | **Reminder Sent On** | **Status** |
| --- | --- | --- | --- | --- |
|  | CPR Certification | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Completed ☐ Pending ☐ N/A |
|  | First Aid Certification | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Completed ☐ Pending ☐ N/A |
|  | General Health and Safety | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Completed ☐ Pending ☐ N/A |
|  | Medication Administration | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Completed ☐ Pending ☐ N/A |
|  | Emergency Procedures | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Completed ☐ Pending ☐ N/A |
|  | [Other Training Types] | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Completed ☐ Pending ☐ N/A |

### **4.2 Renewal Status Legend**

* **☐ Up to Date:** Certification/training is current.
* **☐ Needs Renewal:** Certification/training is approaching expiration and needs renewal.
* **☐ Not Certified:** Staff member has not yet obtained the required certification/training.
* **☐ N/A:** Not applicable for the staff member or position.

## **5. Sign-Off**

### **Staff Member Confirmation**

| **Staff Member Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_/\_\_\_/\_\_\_\_** |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_/\_\_\_/\_\_\_\_** |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_/\_\_\_/\_\_\_\_** |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_/\_\_\_/\_\_\_\_** |

### **Supervisor/Director Confirmation**

| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_/\_\_\_/\_\_\_\_** |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_/\_\_\_/\_\_\_\_** |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_/\_\_\_/\_\_\_\_** |

##

## **6. Example of a Completed Staff Training and Certification Checklist**

# **Sunshine Childcare Center**

### **Staff Training and Certification Checklist**

**Year:** 2024
**Prepared By:** Mark Evans
**Date Prepared:** 04/27/2024

## **1. Staff Information**

| **Staff Member Name** | **Position/Role** | **Contact Information** | **Date Hired** |
| --- | --- | --- | --- |
| Emma Johnson | Lead Teacher | emma.johnson@example.com | 03/15/2024 |
| Liam Smith | Assistant Teacher | liam.smith@example.com | 04/01/2024 |
| Olivia Brown | Preschool Teacher | olivia.brown@example.com | 02/20/2024 |
| Noah Davis | Kitchen Assistant | noah.davis@example.com | 01/10/2024 |

## **2. Required Certifications and Trainings**

### **2.1 CPR Certification**

| **Staff Member Name** | **Certification Date** | **Expiration Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- |
| Emma Johnson | 01/10/2024 | 01/10/2026 | ☑ Up to Date |  |
| Liam Smith | 02/15/2024 | 02/15/2026 | ☑ Up to Date |  |
| Olivia Brown | 03/20/2024 | 03/20/2026 | ☑ Up to Date |  |
| Noah Davis | 01/05/2024 | 01/05/2026 | ☑ Up to Date |  |

### **2.2 First Aid Certification**

| **Staff Member Name** | **Certification Date** | **Expiration Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- |
| Emma Johnson | 02/05/2024 | 02/05/2026 | ☑ Up to Date |  |
| Liam Smith | 03/10/2024 | 03/10/2026 | ☑ Up to Date |  |
| Olivia Brown | 04/15/2024 | 04/15/2026 | ☑ Up to Date |  |
| Noah Davis | 01/20/2024 | 01/20/2026 | ☑ Up to Date |  |

### **2.3 Health and Safety Training**

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| Emma Johnson | ☑ Yes | 04/01/2024 | 04/01/2025 | ☑ Up to Date |  |
| Liam Smith | ☑ Yes | 04/05/2024 | 04/05/2025 | ☑ Up to Date |  |
| Olivia Brown | ☑ Yes | 04/10/2024 | 04/10/2025 | ☑ Up to Date |  |
| Noah Davis | ☑ Yes | 04/15/2024 | 04/15/2025 | ☑ Up to Date |  |

### **2.4 Medication Administration Training *(If Applicable)***

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| Emma Johnson | ☑ Yes | 04/10/2024 | 04/10/2025 | ☑ Up to Date |  |
| Liam Smith | ☑ Yes | 04/12/2024 | 04/12/2025 | ☑ Up to Date |  |
| Olivia Brown | ☑ Yes | 04/15/2024 | 04/15/2025 | ☑ Up to Date |  |
| Noah Davis | ☑ Yes | 04/20/2024 | 04/20/2025 | ☑ Up to Date |  |

### **2.5 Emergency Procedures Training**

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| Emma Johnson | ☑ Yes | 04/15/2024 | 04/15/2025 | ☑ Up to Date |  |
| Liam Smith | ☑ Yes | 04/18/2024 | 04/18/2025 | ☑ Up to Date |  |
| Olivia Brown | ☑ Yes | 04/20/2024 | 04/20/2025 | ☑ Up to Date |  |
| Noah Davis | ☑ Yes | 04/22/2024 | 04/22/2025 | ☑ Up to Date |  |

### **2.6 Additional Trainings**

| **Training Type** | **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| Nutrition and Meal Planning | Emma Johnson | ☑ Yes | 03/20/2024 | 03/20/2025 | ☑ Up to Date |  |
| Child Development | Olivia Brown | ☑ Yes | 04/05/2024 | 04/05/2025 | ☑ Up to Date |  |
| Conflict Resolution | Liam Smith | ☑ Yes | 04/07/2024 | 04/07/2025 | ☑ Up to Date |  |
| [Add Additional Training Types] | Noah Davis | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Up to Date |  |

## **4. Renewal and Compliance Tracking**

### **4.1 Renewal Reminders**

| **Staff Member Name** | **Certification/Training** | **Expiration/Renewal Date** | **Reminder Sent On** | **Status** |
| --- | --- | --- | --- | --- |
| Emma Johnson | CPR Certification | 01/10/2026 | 12/01/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | First Aid Certification | 02/05/2026 | 01/05/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | General Health and Safety | 04/01/2025 | 03/01/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | Medication Administration | 04/10/2025 | 03/10/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | Emergency Procedures | 04/15/2025 | 03/15/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | CPR Certification | 02/15/2026 | 01/15/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | First Aid Certification | 03/10/2026 | 02/10/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | General Health and Safety | 04/05/2025 | 03/05/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | Medication Administration | 04/12/2025 | 03/12/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | Emergency Procedures | 04/18/2025 | 03/18/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | CPR Certification | 03/20/2026 | 02/20/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | First Aid Certification | 04/15/2026 | 03/15/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | General Health and Safety | 04/10/2025 | 03/10/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | Medication Administration | 04/15/2025 | 03/15/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | Emergency Procedures | 04/20/2025 | 03/20/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | CPR Certification | 01/05/2026 | 12/05/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | First Aid Certification | 01/20/2026 | 12/20/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | General Health and Safety | 04/15/2025 | 03/15/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | Medication Administration | 04/20/2025 | 03/20/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | Emergency Procedures | 04/22/2025 | 03/22/2025 | ☑ Completed ☐ Pending ☐ N/A |
| [Add Additional Training Types] | Noah Davis | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☑ Completed ☐ Pending ☐ N/A |

## **5. Sign-Off**

### **Staff Member Confirmation**

| **Staff Member Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Emma Johnson | Lead Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Liam Smith | Assistant Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Olivia Brown | Preschool Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Noah Davis | Kitchen Assistant | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |

### **Supervisor/Director Confirmation**

| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Mark Evans | Center Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Lisa Thompson | Assistant Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |

## **6. Additional Notes**

## **7. Customization Tips**

* **Add Your Logo:** Incorporate your childcare center’s logo at the top of the checklist for a professional appearance.
* **Digital Integration:** Utilize digital tools like Google Sheets, Microsoft Excel, or childcare management software to create a fillable and searchable version of the checklist.
* **Additional Fields:** Include fields for specific training requirements unique to your facility, such as bilingual training or special needs training.
* **Color Coding:** Use different colors to highlight various types of certifications and trainings for quick reference.
* **Automated Reminders:** Implement automated reminders for upcoming renewal dates to ensure timely completion.

## **8. Tips for Effective Use**

1. **Consistency:** Regularly update the checklist to reflect the current training status of all staff members.
2. **Accessibility:** Keep the checklist in a designated, easily accessible location for all staff to reference and update.
3. **Accountability:** Ensure that all staff complete required trainings and renewals on time. Address any gaps promptly.
4. **Review:** Periodically review the checklist to ensure it aligns with current state and local regulations and best practices.
5. **Training Records:** Maintain separate records of completed trainings and certifications for each staff member for easy reference during inspections.

## **Example of a Completed Staff Training and Certification Checklist**

# **Sunshine Childcare Center**

### **Staff Training and Certification Checklist**

**Year:** 2024
**Prepared By:** Mark Evans
**Date Prepared:** 04/27/2024

## **1. Staff Information**

| **Staff Member Name** | **Position/Role** | **Contact Information** | **Date Hired** |
| --- | --- | --- | --- |
| Emma Johnson | Lead Teacher | emma.johnson@example.com | 03/15/2024 |
| Liam Smith | Assistant Teacher | liam.smith@example.com | 04/01/2024 |
| Olivia Brown | Preschool Teacher | olivia.brown@example.com | 02/20/2024 |
| Noah Davis | Kitchen Assistant | noah.davis@example.com | 01/10/2024 |

## **2. Required Certifications and Trainings**

### **2.1 CPR Certification**

| **Staff Member Name** | **Certification Date** | **Expiration Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- |
| Emma Johnson | 01/10/2024 | 01/10/2026 | ☑ Up to Date |  |
| Liam Smith | 02/15/2024 | 02/15/2026 | ☑ Up to Date |  |
| Olivia Brown | 03/20/2024 | 03/20/2026 | ☑ Up to Date |  |
| Noah Davis | 01/05/2024 | 01/05/2026 | ☑ Up to Date |  |

### **2.2 First Aid Certification**

| **Staff Member Name** | **Certification Date** | **Expiration Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- |
| Emma Johnson | 02/05/2024 | 02/05/2026 | ☑ Up to Date |  |
| Liam Smith | 03/10/2024 | 03/10/2026 | ☑ Up to Date |  |
| Olivia Brown | 04/15/2024 | 04/15/2026 | ☑ Up to Date |  |
| Noah Davis | 01/20/2024 | 01/20/2026 | ☑ Up to Date |  |

### **2.3 Health and Safety Training**

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| Emma Johnson | ☑ Yes | 04/01/2024 | 04/01/2025 | ☑ Up to Date |  |
| Liam Smith | ☑ Yes | 04/05/2024 | 04/05/2025 | ☑ Up to Date |  |
| Olivia Brown | ☑ Yes | 04/10/2024 | 04/10/2025 | ☑ Up to Date |  |
| Noah Davis | ☑ Yes | 04/15/2024 | 04/15/2025 | ☑ Up to Date |  |

### **2.4 Medication Administration Training *(If Applicable)***

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| Emma Johnson | ☑ Yes | 04/10/2024 | 04/10/2025 | ☑ Up to Date |  |
| Liam Smith | ☑ Yes | 04/12/2024 | 04/12/2025 | ☑ Up to Date |  |
| Olivia Brown | ☑ Yes | 04/15/2024 | 04/15/2025 | ☑ Up to Date |  |
| Noah Davis | ☑ Yes | 04/20/2024 | 04/20/2025 | ☑ Up to Date |  |

### **2.5 Emergency Procedures Training**

| **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| Emma Johnson | ☑ Yes | 04/15/2024 | 04/15/2025 | ☑ Up to Date |  |
| Liam Smith | ☑ Yes | 04/18/2024 | 04/18/2025 | ☑ Up to Date |  |
| Olivia Brown | ☑ Yes | 04/20/2024 | 04/20/2025 | ☑ Up to Date |  |
| Noah Davis | ☑ Yes | 04/22/2024 | 04/22/2025 | ☑ Up to Date |  |

### **2.6 Additional Trainings**

| **Training Type** | **Staff Member Name** | **Training Completed** | **Date Completed** | **Next Training Date** | **Renewal Status** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| Nutrition and Meal Planning | Emma Johnson | ☑ Yes | 03/20/2024 | 03/20/2025 | ☑ Up to Date |  |
| Child Development | Olivia Brown | ☑ Yes | 04/05/2024 | 04/05/2025 | ☑ Up to Date |  |
| Conflict Resolution | Liam Smith | ☑ Yes | 04/07/2024 | 04/07/2025 | ☑ Up to Date |  |
| [Add Additional Training Types] | Noah Davis | □ Yes □ No | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☐ Up to Date |  |

## **4. Renewal and Compliance Tracking**

### **4.1 Renewal Reminders**

| **Staff Member Name** | **Certification/Training** | **Expiration/Renewal Date** | **Reminder Sent On** | **Status** |
| --- | --- | --- | --- | --- |
| Emma Johnson | CPR Certification | 01/10/2026 | 12/01/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | First Aid Certification | 02/05/2026 | 01/05/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | General Health and Safety | 04/01/2025 | 03/01/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | Medication Administration | 04/10/2025 | 03/10/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Emma Johnson | Emergency Procedures | 04/15/2025 | 03/15/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | CPR Certification | 02/15/2026 | 01/15/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | First Aid Certification | 03/10/2026 | 02/10/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | General Health and Safety | 04/05/2025 | 03/05/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | Medication Administration | 04/12/2025 | 03/12/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Liam Smith | Emergency Procedures | 04/18/2025 | 03/18/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | CPR Certification | 03/20/2026 | 02/20/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | First Aid Certification | 04/15/2026 | 03/15/2026 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | General Health and Safety | 04/10/2025 | 03/10/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | Medication Administration | 04/15/2025 | 03/15/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Olivia Brown | Emergency Procedures | 04/20/2025 | 03/20/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | CPR Certification | 01/05/2026 | 12/05/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | First Aid Certification | 01/20/2026 | 12/20/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | General Health and Safety | 04/15/2025 | 03/15/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | Medication Administration | 04/20/2025 | 03/20/2025 | ☑ Completed ☐ Pending ☐ N/A |
| Noah Davis | Emergency Procedures | 04/22/2025 | 03/22/2025 | ☑ Completed ☐ Pending ☐ N/A |
| [Add Additional Training Types] | Noah Davis | **\_\_\_/\_\_\_/\_\_\_\_** | **\_\_\_/\_\_\_/\_\_\_\_** | ☑ Completed ☐ Pending ☐ N/A |

## **5. Sign-Off**

### **Staff Member Confirmation**

| **Staff Member Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Emma Johnson | Lead Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Liam Smith | Assistant Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Olivia Brown | Preschool Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Noah Davis | Kitchen Assistant | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |

### **Supervisor/Director Confirmation**

| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Mark Evans | Center Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |
| Lisa Thompson | Assistant Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 04/27/2024 |

## **6. Additional Notes**

Emma has recently completed advanced child development training and is scheduled to lead the upcoming nutrition workshop. Ensure she is informed about the next renewal dates for all certifications.

## **7. Customization Tips**

* **Add Your Logo:** Incorporate your childcare center’s logo at the top of the checklist for a professional appearance.
* **Digital Integration:** Utilize digital tools like Google Sheets, Microsoft Excel, or childcare management software to create a fillable and searchable version of the checklist.
* **Additional Fields:** Include fields for specific training requirements unique to your facility, such as bilingual training or special needs training.
* **Color Coding:** Use different colors to highlight various types of certifications and trainings for quick reference.
* **Automated Reminders:** Implement automated reminders for upcoming renewal dates to ensure timely completion.

## **8. Tips for Effective Use**

1. **Consistency:** Regularly update the checklist to reflect the current training status of all staff members.
2. **Accessibility:** Keep the checklist in a designated, easily accessible location for all staff to reference and update.
3. **Accountability:** Ensure that all staff complete required trainings and renewals on time. Address any gaps promptly.
4. **Review:** Periodically review the checklist to ensure it aligns with current state and local regulations and best practices.
5. **Training Records:** Maintain separate records of completed trainings and certifications for each staff member for easy reference during inspections.

This **Staff Training and Certification Checklist** is designed to help your childcare center maintain high standards of care through proper training and certification of all staff members. Regular use of this checklist ensures compliance with regulatory requirements, enhances staff competency, and promotes a safe and nurturing environment for the children in your care.