

## Continuing Education Policy

In conjunction with Reach Dane's Staff Development Plan, and as required by Wisconsin Day Care Licensing Regulations, staff must complete at least a minimum number of continuing education hours within each training year. The training year is defined as the calendar year, January 1st through December 31st.

### Continuing Education Requirements

1. Each Administrator (Executive Director, Associate Director, Child Development Director and Zero to Three Director) Teacher (Teacher, Teacher Site Director, Home Visitation Teacher, Teacher Assistant, and Center Aide) and Family Outreach Worker who works **more than 20 hours per week shall complete at least 25 hours of continuing education each year.**  
(DHFS 46.05 (2)(c.)) Staff who work **20 hours or less per week shall complete at least 15 hours of continuing education annually.**
2. Continuing education hours which are obtained through credit courses resulting in a transcript may be used to meet the continuing education requirement during the year in which the hours are earned and for the following 2 years.
3. Assistant childcare teachers who are currently enrolled in their first entry-level course (Assistant Child Care Teacher) are not required to earn additional continuing education hours for that calendar year.
4. Types of training acceptable to meet continuing education requirements shall be limited to:
  - a. Formal courses resulting in credits or continuing education units.
  - b. Workshops, conferences, seminars, lectures, correspondence courses, and home study courses.
  - c. Trainings offered by the day care center through the use of guest or staff trainers.
  - d. Documented observation time in other early childhood programs.
5. Continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, first aid, cardiopulmonary resuscitation (CPR,) nutrition as it pertains to child development, supervision of staff, business or administrative aspects of the operation of a child care center, and communication skills.
6. All other agency employees shall participate in All-Staff training and other training as assigned. Nutrition Service Providers shall also participate in training at least 4 hours annually in the areas of kitchen sanitation, food handling and nutrition. Transportation Specialists will participate in at least 4 hours of specialized training per year in the areas of defensive driving, first aid, safety procedures and child guidance.

### Responsibility

Though the Agency will make attempts to provide the minimum number of continuing education hours required through staff training and task forces, it is the **employee's responsibility** to ensure that he/she has obtained the required hours and met the requirements of this policy, including supplying documentation of said trainings. Center staff are encouraged to take advantage of free or low cost training outside of the Agency as well. The Agency may assist with these costs in accordance with the Staff Development Plan and Education Payment Policy. Outside Agency training during work hours may be approved if staff coverage is maintained.

### Documentation

The 'Staff Continuing Education Record – Child Care Centers' form is used to record each individual staff member's continuing education hours. **The staff person is responsible for this documentation.** The Record is to be maintained ON-SITE in a folder accessible to the Day Care Licensing Specialist and also submitted in May and December of each year to be permanently filed in the human resources files. Please have your supervisor sign the documentation before giving the copies to Human Resources.

Staff should **attach a copy of any certificates or agendas received** to the 'Staff Continuing Education Record – Child Care Centers' form. Please retain the original copies for your personal records.

Documentation: Continuing Education Staff Record, Staff Development Request

