

**Child and Family Development**

**Pre-Employment Requirements**

Congratulations and welcome to

Northwest Michigan Community Action Agency!

Before NMCAA can continue the hiring process, there are several steps that must be completed. Please refer to the requirements and instructions below. Use this checklist to keep track of your progress.

[ ]  Child Care Background Check (CCBC)

* You will be contacted by the Human Resources Administrative Assistant regarding this process. You **must** complete and return the Consent and Disclosure forms ASAP. After completion of this step, the Human Resources Administrative Assistant will assist you with scheduling your fingerprinting appointment.
	+ CCBC appointment date: Click or tap to enter a date.

[ ]  Medical and TB Clearance

* You must have a signed medical clearance from a physician as well as a negative TB test. Both must have been completed within one (1) year of hire. The necessary forms will be sent with your CCBC paperwork and should be returned to the Human Resource Administrative Assistant upon completion.
	+ Medical clearance date: Click or tap to enter a date.
	+ TB test date: Click or tap to enter a date.

[ ]  COVID-19 Vaccination Status

* All persons employed with Head Start must be fully vaccinated or have an approved exemption on file. Please provide the appropriate documentation to your prospective supervisor.

[ ]  Health and Safety Training: Course 1 and Course 2

* These are **required** trainings for **all** new employees; both courses **must** be completed. They are offered through the MiRegistry Statewide Training Calendar.
* Please refer to the instructions included in this packet for creating a MiRegistry account and for course registration.
	+ Health & Safety Course 1 completed: Click or tap to enter a date.
	+ Health & Safety Course 2 completed: Click or tap to enter a date.

[ ]  Infant Safe Sleep for Childcare Providers

* This is a **required** training for employees working with infants and toddlers. It is offered through the MiRegistry Statewide Training Calendar.
* Please refer to the instructions included in this packet regarding registration for this course.
	+ Infant Safe Sleep training completed: Click or tap to enter a date.



**Child and Family Development**

**Additional Hiring Requirements**

Upon completion and submittal of the pre-employment requirements, you will be contacted by your supervisor to schedule a starting date of employment.

Please gather the following documentation. These may be submitted prior to your first day of employment. Any documents not previously submitted **must** be provided to your supervisor on your first day of employment.

[ ]  Completed health & safety training sign in sheets (included below)

[ ]  Valid driver’s license or State ID

[ ]  Current proof of auto insurance

[ ]  I-9 documentation: SS card **OR** birth certificate **OR** current passport

[ ]  Transcripts or credentials, as applicable

[ ]  Voided check or letter from the bank (may upload in UKG ahead of time)

[ ]  Individual picture to be included on NMCAA’s HR Weebly site

**Required Trainings**

[ ] APOT: Annual Pre-service Orientation Training

* APOT is required of all new staff prior to working with children in the classroom.
* Your supervisor will schedule a day and time for APOT when determining your first day of employment.
	+ **APOT scheduled with supervisor:** Click or tap to enter a date.

***\*\*\* Please bring any documents from the checklist above that were not previously submitted. These must be provided to complete the hiring process. \*\*\****

**Additional Required Trainings**

The following are required trainings that must be completed by all staff. Please work with your supervisor to develop a plan for completing these.

[ ]  Active Supervision (Team Training or Overview for New Staff)

[ ]  Pedestrian Safety/Team Transportation Training

[ ]  Safe Environment Checklist & Required Postings Training

[ ]  Grab & Go Binder/Safety and Emergency Preparedness Plan

[ ]  Child and Adult Care Food Program (CACFP)

[ ]  CPR and First Aid

* CPR and First Aid must be completed within 90 days of hire.
	+ If you have not taken this training prior, you will work with your supervisor to schedule a training.
	+ If you have current certification in CPR and First Aid, please submit a copy of your training records to your supervisor.
		- Current CPR date: Click or tap to enter a date.
		- Current First Aid date: Click or tap to enter a date.

**MiRegistry Pre-Employment Trainings**

Prior to beginning employment, there are trainings that must be completed in order to complete the hiring process. These trainings are offered through the [MiRegistry Statewide Training Calendar](https://go.miregistry.org/v7/trainings/search).

Before you can register for and complete these trainings, you must create an account in MiRegistry: [Creating-a-MiRegistry-Account.pdf](https://www.miregistry.org/wp/wp-content/uploads/2019/02/Creating-a-MiRegistry-Account.pdf)

After you have created an account in MiRegistry, the following trainings must be completed:

1. *Health and Safety Training for Licensed Child Care Providers:**Course 1 & Course 2*
	* **ALL** prospective employees must complete.
	* Each course takes approximately four hours.
2. *Infant Safe Sleep for Child Care Providers*
	* **ONLY** those working with infants and toddlers must complete.
	* This course takes one hour to complete.

**Health and Safety Training for Licensed Child Care Providers: Course 1 and Course 2**

1. To register for these courses, go to <https://www.miregistry.org/individuals/>.
	1. There is a $5 fee for each course. Save your payment confirmation for reimbursement.
2. Scroll all the way down near the bottom and stop at the **Individuals FAQ section.**
3. On the right of the screen, click on **How can I register for the online Health and Safety Training for Licensed Providers?**
	1. From here you may select Course 1 or Course 2.
	2. Select Course 1 and follow the prompts to register online.
	3. Complete **Course 1. Be sure to complete all modules.**
	4. Then go back to <https://www.miregistry.org/individuals/> and repeat steps 2 and 3 and select **Course 2.**
	5. Follow the prompts to register for and complete Course 2. **Be sure to complete all modules.**
4. Complete the attached professional development attendance record entitled Health and Safety Training for Licensed Child Care Providers: Course 1 and Course 2.

**Infant Safe Sleep for Child Care Providers**

1. Go to [www.miregistry.org](file:///C%3A%5CUsers%5Camorrow%5CDownloads%5Cwww.miregistry.org) and log into your account.
2. From the black tabs along the left-hand side, click on “**Search Training Events**.”
3. In the “**Course Title**” box type ***Infant Safe Sleep for Child Care Providers***. MiRegistry is the sponsor and primary trainer of this course.
4. Click on “**Register”** and follow the prompts to sign up for the course.
5. Complete the course. **Be sure to complete the course to the very end**.
6. Complete the attached professional development attendance record entitled Infant Safe Sleep for Child Care Providers*.*

**Final Steps**

1. After you have completed *Health and Safety Training for Licensed Child Care Providers:**Courses 1 & 2* **and/or** *Infant Safe Sleep for Child Care Providers*, return to your profile page in MiRegistry to access and print your learning record.
	1. From your profile page, click on the **Reports** tab.
	2. Click on **Licensing Learning Record.**
	3. Ensure that the required courses are reflected on the learning record.
2. **Print this page. If you are unable to print, you can save your learning record to your computer and email it as a PDF file to your supervisor.**
3. Submit the following to your supervisor:
	1. A log of how many hours it took to complete all courses.
	2. Confirmation of payment for course registration.
	3. The attached professional development attendance record(s); please be sure to fill in the date(s) and your personal information.
		1. This is a fillable form and may be completed electronically.
	4. A copy of your MiRegistry learning record.

**SUCCESS! You have completed the MiRegistry pre-employment trainings!**

**Reference:** HSPPS 1302.47(4)(5), HSPPS 1302.92(b)(2); Licensing R 400.8131(2)(3)(4)(5)

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**Professional Development Attendance Record**

Training Title: **Health and Safety Training for Licensed Child Care Providers: Course 1 & Course 2**

Training Presenter: **MiRegistry**

Hours: **8 hours** Date (Course 1): Date (Course 2):

*\*\*\* 8 hrs. of total training hours: 4 hours for Course 1 and 4 hours for Course 2*

 **Agency Program:** Head Start **or** Early Head Start **or** GSRP (please select the appropriate program)

**Training Area:** AD (Administration)

**Training Level:** S (State)

**Training Type:** PR (Professional)

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**Professional Development Attendance Record**

Training Title: **Infant Safe Sleep for Child Care Providers**

Training Presenter: **MiRegistry**

Hours: **1 hour** Date Completed:  **Agency Program:**  Early Head Start

**Training Area:** HH (Health)

**Training Level:** S (State)

**Training Type:** PR (Professional)

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**Entire packet location:**

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