# Child Care Facility - Employee Training Form

**Employee Name:**
____________________

**Date of Hire:**
______________

**Driver License Exp:**
________

**Job Title:**
____________________

**TB Test Given:**
Due first day of employment

**First Aid:**
________

**CPR**
Expiration:________

**Fingerprint Clearance Letter**
Expiration:________

**Consent and Release Form**

**Sheriff Card Exp**

Submit both to CCL within 24 hours of hire

**Orientation due within 2 weeks of hire**

**Date of Oral Orientation:**

**Date of Written Orientation:**

**Application to NV Registry due within 90 days of hire and renewed annually**
Nevada Registry Member ID#________ Expiration Date:_______

**Initial Trainings within 90 days of new hire:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Title</th>
<th>Hours</th>
<th>Registry No.</th>
<th>Date</th>
<th>Class Title</th>
<th>Hours</th>
<th>Registry No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administration of CPR</td>
<td></td>
<td></td>
<td></td>
<td>Bloodborne Pathogens</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administration of First Aid</td>
<td></td>
<td></td>
<td></td>
<td>SIDS training (if working with children under 12 months of age)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signs &amp; Symptoms of Illness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recognizing &amp; Reporting Child Abuse &amp; Neglect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Growth and Development or Positive Guidance (3 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Continuing Training:**
(Must be completed within facility’s licensing year. At least 2 hours must be related to Healthy Nutrition/Obesity Prevention/Physical Activity)

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Title</th>
<th>Hours</th>
<th>Registry No.</th>
<th>Date</th>
<th>Class Title</th>
<th>Hours</th>
<th>Registry No.</th>
</tr>
</thead>
</table>

Revised 4/2014