

Required Trainings for New Staff- Child Care Specific

Start date: _____ Training Due Date: _____

1. Register on Growing Futures Work Force Registry.
 - After receiving your login information, go in and **Become a Member**
 - **Add us as your employer: NDSU Wellness Center Child Care**
 - **Add your position as “Aide/Float”**
 - **At the end of the “interview” check the box that says “No Documentation to Submit”**
 - **Complete before starting work**
2. Safe Sleep
 - **Complete before starting work.**
 - 1 hour, free.
 - Can be found on Growing Futures Statewide Training Calendar, see attached directions
3. Getting Started:
 - Can be found on Growing Futures Statewide Training Calendar, see attached directions
 - 15 hours, free
 - Complete within three months of start date
 - ****If starting in the fall semester, please submit AFTER October 22nd so that is counts as your training hours for our licensing year.**
4. Fargo Cass Public Health’s Activity Health Code—Level 1
 - 2 hours, free
 - Director will email you the link
 - Complete within three months of start date
5. There will be required training from 8:00 a.m.- 5:00 p.m. on the day that Spring semester begins in January. Please make all plans around this. Contact the director if you have another academic orientation that day. There is also required training every Fall semester, the Thurs/Fri before classes start and sometimes on during the Monday that classes start.
6. Attend all staff meetings. They will be held from 6:45-7:45 a.m. Dates will be announced each semester. Absences must be approved by the director.

To Get Paid for Online or Off-Site Trainings

- Get a timesheet from the Director
- Fill it out for the exact time spent doing trainings during a time period.
- Time periods go from the 1-15th of a month and 16-last day.
- Turn that time sheet in to the director by the last day of that time period.
- Do a new time sheet for each time period, even if it is the same training.
- Sign your timesheet and hand in to the Director.