

New Staff Training Expectations

The following are training requirements of all new staff as part of our onboarding process. These trainings are to take place on employee's own time, not during work hours. All requirements must be met to continue employment beyond 90 days. Employment can be terminated at any time for failure to complete requirements.

WITHIN 30 DAYS OF HIRE

- Required Health and Safety Training (10 hours)
 - Go to www.k-prep.com and click on www.betterkidcare.psu.edu/
 - Click on 'Required Health and Safety Training' in the blue box on the left side
 - Complete 'Get started with Center-Based Care: Building Blocks for Quality'
- Mandated Reporter Training (3 hours- every 5 years)
 - Go to www.k-prep.com and click on www.reportabusepa.pitt.edu and click on registration
 - Complete required fields and click submit. Be sure to remember your username and password, you will need this later.
 - Click the blue link to log in, then blue link that says 'rrca-3319:Recognizing and reporting child abuse'
 - Click on 'Recognizing and Reporting Child Abuse'. Progress will save, can be completed in multiple sessions
 - Hand certificate to director

WITHIN 45 DAYS OF HIRE

- Clearances Received

WITHIN 60 DAYS OF HIRE

- New Staff Orientation: 'Get Started', 'Infant/Toddler', 'Preschool', as assigned (up to 15 hours)
 - Go to www.k-prep.com and click on www.betterkidcare.psu.edu/
 - click on the (On Demand Web Lessons) blue button on the left and enter Log In information
 - Look for the New Staff Orientation videos. Complete 'Get Started', 'Infant/Toddler', 'Preschool', as assigned.
 - Pay for your training video using the prepaid code EYQUJK or 6SN8SK or NZC6CX
 - Don't forget to print your certificate!
- Looking Ahead:
 - Employees may be eligible for Health Insurance at 90 days. Contact Claire ASAP if you are interested!
 - Pediatric First Aid/CPR scheduled- due at 90 days! * trainings held on-site will be paid by K-Prep
 - Fire Safety Training scheduled- due at 90 days! * training held on-site will be paid by K-Prep
- Director Observation

WITHIN 90 DAYS OF HIRE

- STARS 101 and 102 (1.5 hours each)
 - Go to www.k-prep.com and click on <https://papdregistry.org/>
 - Click on the link that says 'STARS 101 and 102'
 - Scroll down until you see 'STARS 101 Online Self-Paced' or 'STARS 102 Online', depending on which you are completing
 - Click on blue box that says 'View Event'
 - Click on 'Register Online' at the bottom of the screen
 - Login and fill in the Attendee Details sections
 - Check the box to 'agree to the registration terms and conditions'
 - Click the blue box to 'Complete Registration'. This may take a few minutes to load.
 - When ready to begin the training, click 'Enter Classroom'
- Pediatric First Aid/CPR (2 years)
 - Go to www.k-prep.com to look for available classes held at our center.
 - Go to www.k-prep.com and click on <https://papdregistry.org/> to look for available classes
- Fire Safety (yearly)
 - Go to www.k-prep.com to look for available classes held at our center.
- Initial Staff Evaluation