



## ***Trainings-at-a-Glance***

This resource is a summary of the required trainings and professional development for staff members of programs that are participating in *Grow NJ Kids (GNJK)*. The required number of hours for each training and which staff is required to have each training is also indicated for each standard, as well as the accepted sources of training. Training records will be reviewed by your Grow NJ Kids Quality Rating Coordinator and/or Grow NJ Kids Rating at CREEHS. Many of the following training topics are available from GNJK training services. More information can be found at <https://www.grownjkids.gov/TrainingCalendar>.

### **Formal Curriculum Training (as required to meet Star Rating Level requirements)**

Formal training in the selected curriculum is required to meet Star Rating Levels 3, 4, or 5 and should be on the *most recent version* of the selected research-based curriculum. Training for each staff member should be in the age level they are currently teaching. Unless otherwise noted, training must have occurred within 3 years from the date of rating notification. Please review the information below carefully to ensure training requirements are sufficiently met.

**Formal curriculum training can come from:** GNJK training services, directly from the developer, or a trainer with a current train-the-trainer certificate.

**Initial Ratings:** If seeking an *initial* Star Rating, all teachers must have received formal training in the introduction of the chosen research-based curriculum within prior 3 years to date of rating notification to meet the curriculum training hour requirements.

**Re-ratings:** If seeking a *re-rating*, staff must have received additional formal concentration courses in the curriculum within prior 3 years from the date of rating notification to meet the curriculum training hour requirements.

**New Staff Members (less than 1 year):** A list of hire dates for all teaching staff members and administrators will be requested at the beginning of the rating process. If there are new staff members in the program that have not yet attended required trainings within time frame listed for each standard, Individual Professional Development Plans will be reviewed to ensure that the staff member will complete this training within the current school year. Unless the staff member has been working less than a month, there should be documentation that *some* formal curriculum training has occurred.

**Providing evidence of Staff Training and Credentials for Ratings:** Evidence of the following GNJK standards related to Curriculum Implementation, Staff Training and Credentials will be reviewed on NJCCIS. If evidence of staff training and credentials is **not** available on NJCCIS, the program will be asked for any of the following:

- Individual Staff Professional Development Plans (submit via NJCCIS/reviewed onsite)
- Staff Folders (with certificates, transcripts, and/or other documentation included) (reviewed onsite)
- Calendar of current school year with upcoming training dates listed (submit via NJCCIS)
- Sign-in sheets from workshops/trainings with staff signatures, date of training, number of hours, and by whom the training was administered (submit via NJCCIS/reviewed onsite)

### **Curriculum Training Hour Requirements for Staff Members by Star Rating Level:**

#### **Administrators/Directors**

- **Star Rating Levels 3 & 4:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 5:** 10 hours of training on selected research-based curriculum

#### **Full-Time Head/Group/Lead Teachers (working 30 hours per week or more)**

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** 20 hours of training on selected research-based curriculum

#### **Full-Time Paraprofessionals/Aides/Assistants (working 30 hours per week or more)**

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** 20 hours of training on selected research-based curriculum

**Part-Time Head/Group/Lead Teachers (working 15-30 hours per week)**

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** 20 hours of training on selected research-based curriculum

**Part-Time Paraprofessionals/Aides/Assistants (working 15-30 hours per week)**

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** 20 hours of training on selected research-based curriculum

**Part-Time Head/Group/Lead Teachers (working 14 hours or less per week)**

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** 20 hours of training on selected research-based curriculum

**Part-Time Paraprofessionals/Aides/Assistants (working 14 hours or less per week):** While *strongly recommended*, meeting Star Rating Level requirements for formal curriculum training and implementation is not required for review.

**College Student Workers/Work Study Workers (up to 20 hours per week):**

- If the college student worker/work study worker is included in the required ratios as a Head/Group/Lead Teacher or the Paraprofessional/Aide/Assistant, they will need to meet the formal curriculum training requirements as designated to meet the star rating and should refer to the staff training guidance above for full-time and part-time staff.
- If the college student worker/work study worker is acting as an extra staff person in the classroom to support the teacher and teacher's assistant, and is not included in the ratio, they do not need to attend formal curriculum training. While *strongly recommended*, meeting Star Rating requirements for formal curriculum training and implementation is not required for review. In this case, the college student worker/work study worker should never be left alone with a child or children. While exempt from formal curriculum implementation training requirements, these student workers should have documentation they have met other GNJK trainings requirements (GNJK Standards 4.3.5; 4.4.1; 4.4.3; 4.4.4)
- Proof of work study and/or college enrollment is required for part-time work study or college student workers.

**Trainings for Administrators/Directors**

☐ **Standard 1.5.2: Pediatric First Aid & CPR Certificate**

All Administrators/Directors must hold a current Pediatric First Aid and CPR Certificate

☐ **Standard 4.3.3: Training in evaluating and observing teachers informally and formally**

**Required number of hours:** 3 hours of training or credentials from a course taken in supervision/evaluation

**For administrators/directors with the program less than 3 years:** Evidence of training or registration in a course related to supervision/evaluation planned to occur within the current school year

☐ **Standard 4.3.9: Minimum of CDA or equivalent of 9 credits in ECE and/or Child Development in age group served by program**

**In-district DOE programs:** Evidence of this standard is waived for administrators of in-district DOE programs, as teaching certificates/credentials have already been vetted by the NJ Department of Education.

## Training Standards for Teaching Staff

### ☐ **Standard 1.4.3; 1.5.2: Pediatric First Aid & CPR Certificate**

**1.4.3: At least 50% of teaching staff in each classroom** must hold a current Pediatric First Aid and CPR Certificate

**1.5.2: 100% of teaching staff in each classroom** must hold a current Pediatric First Aid and CPR Certificate

### ☐ **Standard 4.3.2; 4.3.7: Performance-based assessment (PBA) training**

A random sample of 25% of all lead staff files/folders or 4 folders (whichever is greater) will be reviewed.

**1 Head/Group/Lead Teacher from every classroom:** 5 hours of training within 3 years of date of rating notification

**Acceptable Training Sources:** Training in the administration of a PBA can come from the developer or a developer-approved trainer with current certificates.

### ☐ **Standard 4.3.5: Training in working with children with special diets, allergies and specialized feeding issues**

A random sample of 25% of all staff files/folders or 4 folders (whichever is greater) will be reviewed

**1 Head/Group/Lead Teacher from every classroom:** 2 hours of training within 3 years of date of rating notification

**1 FT Teacher Assistant/Aide/Paraprofessional per classroom:** 1 hour of training within 3 years of date of rating notification

**Part-Time Staff Members:** .5 hour of training within 3 years of date of rating notification

**Acceptable Training Sources:** Training can be administered by a health professional or agency, dietician, nutritionist, school nurse, ProSolutions or GNJK training services.

### ☐ **Standard 4.3.6: Training in the administration of the adopted developmental screening**

A random sample of 25% of all staff files/folders or 4 folders (whichever is greater) will be reviewed

**Head/Group/Lead Teacher from every classroom:** 3 hours of training within 3 years of date of rating for anyone administering the developmental screening tool. For *re-rating*, veteran staff do not need to repeat training if the screening tool has not been revised in the last 3 years.

**Acceptable Training Sources:** Training can come from GNJK training services, the developer, or a trainer with a current train-the-trainer certificate. Training hours: ASQ = 3 hours, ESI-R = 3 hours

### ☐ **Standard 4.4.1: Professional Development on children with special needs (should include strategies for supporting inclusion)**

A random sample of 25% of all staff files/folders or 4 folders (whichever is greater) will be reviewed

**Head/Group/Lead Teacher from every classroom:** 5 hours of training within 3 years of date of rating notification

**1 FT Teacher Assistant/Aide/Paraprofessional per classroom:** 3 hours of training within 3 years of date of rating notification

**Part-Time Staff Members:** 1 hour of training within 3 years of date of rating notification

**Acceptable Training Sources:** Training can be administered by GNJK training services or SEFI, ProSolutions, someone who is TOH/TSD certified or trained in special education, or from college courses in special education and inclusion.

### ☐ **Standard 4.4.3: Professional Development on Pyramid Model, Social and Emotional Development and Infant Early Childhood Mental Health**

A random sample of 25% of all staff files/folders or 4 folders (whichever is greater) will be reviewed

**Head/Group/Lead Teacher from every classroom:** 5 hours of training within 3 years of date of rating notification

**1 FT Teacher Assistant/Aide/Paraprofessional per classroom:** 3 hours of training within 3 years of date of rating notification

**Part-Time Staff Members:** 1 hour of training within 3 years of date of rating notification

**Acceptable Training Sources:** Training can be administered by GNJK training services or SEFI, directly from the developer, a trainer with a current train-the-trainer certificate, ProSolutions, DOE, DHS, or conferences.

**For Pyramid Model Demonstration Sites:** Intensive coaching hours from SEFI can also be used.

### ☐ **Standard 4.4.4: 60 hours of Professional Development obtained in 3 years on: special needs, supporting teacher-child interactions, supporting English Language Learners (ELL), cultural competence, transition, and the Strengthening Families Protective Factors**

A random sample of 25% of all staff files/folders or 4 folders (whichever is greater) will be reviewed

**Head/Group/Lead Teacher from every classroom:** Evidence of 60 hours of training in listed topics completed over 3 years

**For Head/Group/Lead Teachers with the program less than 3 years:**

Staff of less than 1 year: Provide evidence of minimum of 15 hours of training in listed topics

Staff of 1-2 years: Provide evidence of minimum of 30 hours of training in listed topics

Staff of more than 2 years: Provide evidence of minimum of 60 hours of training in listed topics

**1 FT Teacher Assistant/Aide/Paraprofessional per classroom:** Evidence of 30 hours of training in listed topics completed over 3 years

**For Teacher Assistants/Aides/Paraprofessionals with the program less than 3 years:**

Staff of less than 1 year: Provide evidence of minimum of 10 hours of training in listed topics

Staff of 1-2 years: Provide evidence of minimum of 20 hours of training in listed topics

Staff of more than 2 years: Provide evidence of 30 hours of training in listed topics

**Part-Time Staff Members:** Minimum of 3 hours of training in listed topics

**Acceptable Training Sources:** Training can be administered by GNJK training services, directly from the developer, or a trainer with a current train-the-trainer certificate that has received training in listed areas. Training can also come from ProSolutions, DOE, DHS, or conferences.

☐ **Standard 4.3.8; 4.4.2; 4.5.3: Teaching staff have minimum of a CDA or equivalent, or higher degrees, credentials or licenses**

**Full-time Head/Group Teachers and FT Teacher Assistants/Aides/Paraprofessionals per classroom**

**4.3.8** = 20% of Teaching Staff

**4.4.2** = 35% of Teaching Staff

**4.5.3** = 50% of Teaching Staff

**In-district DOE programs:** Evidence of this will not be required for review for Lead Teachers at in-district DOE programs, as teaching certificates/credentials have already been vetted by the NJ Department of Education. Paraprofessionals should submit a CDA certificate or evidence of higher degrees, credentials or licenses to receive credit for this standard.

**Trainings for Non-Instructional Staff**

☐ **Standard 4.4.8: Non-instructional staff receives information on: developmentally appropriate practices, diversity, an overview of age-appropriate standards, and appropriate adult-child interactions**

Non-instructional staff includes: lunch assistants, bus drivers, maintenance staff, and volunteers

A random sample of 25% of all staff files/folders or 4 folders (whichever is greater) will be reviewed

**Based on length of time a staff member has been with the program, the following number of hours are required:**

Staff of 1 year or less = at least 1 hour of training

Staff of 2 years or less = at least 2 hours of training

Staff of 3+ years = at least 3+ hours of training

**Acceptable Training Sources:** Program supervisor, GNJK training services, ProSolutions, DHS, or DOE.