

# Professional Learning and Staff Trainings

Pre-K for All professional learning supports sites in meeting the Pre-K for All Program Quality Standards ([POS](#)) and advancing student learning based on the Prekindergarten Foundation for the Common Core ([PKFCC](#)). Pre-K for All staff are expected to attend and participate in ongoing professional learning and mandated trainings to be prepared to meet the needs of students and families.

## What You Need to Know

### Professional Learning and Staff Training Overview

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Pre-K for All leaders and teaching staff must participate in ongoing professional learning provided by the Division of Early Childhood Education (DECE) that supports and advances the [Pre-K for All Program Quality Standards](#) and the [Prekindergarten Foundation for the Common Core \(PKFCC\)](#). In addition, Pre-K for All staff are expected to attend and participate in all trainings mandated by their licensing agency.

### Pre-K for All Professional Learning

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Ongoing professional learning is an opportunity to cultivate professional practice and leadership and improve the quality of the classroom.

To assist Pre-K for All leaders and teachers build upon evidence based practices as well as the innovative and promising work already being done in New York City pre-K classrooms, each Pre-K for All program is assigned to an Instructional Track. Each Instructional Track supports the implementation of the PKFCC and allows staff to delve deeper into content alongside expert facilitators and their colleagues. Each year, every Pre-K for All program will be assigned to one Instructional Track based on interest, need, and capacity.

*For more information on the Pre-K for All Instructional Tracks for professional learning see the DECE's [website](#).*

Pre-K leaders and teaching staff have the opportunity to participate in citywide professional learning sessions, focusing on their pre-K program's Instructional Track. Pre-K leaders and teaching staff collaborate and engage with other leaders and teachers at each of these sessions.

During the school year, pre-K lead teachers, assistant teachers, and paraprofessionals will receive 4 days of professional learning provided by the DECE. Programs may choose to offer Pre-K for All instruction on professional learning days with substitute teachers. If the program opts to offer instruction on these days, the Education Director must develop a plan for substitutes. *Please contact [prekPD@schools.nyc.gov](mailto:prekPD@schools.nyc.gov) with any questions.*

Pre-K leaders and teaching staff are expected to arrive on time and stay for the entire duration of professional learning sessions.

Pre-K for All leaders will receive 3 days of professional learning provided by the DECE. *Please contact [prekPD@schools.nyc.gov](mailto:prekPD@schools.nyc.gov) with any questions.*

*For more information on the school year calendar, please see the Calendar and Daily Program Hours section of the Handbook.*

## Health and Safety Staff Trainings Mandated by Licensing Agency

Program leadership is responsible for arranging, providing (if necessary), and verifying required in-service training for all program staff.

Provider Type	Type of Training	Staff Requirements	Course Information
All Providers	CPR and First Aid	<ul style="list-style-type: none"> <li>- At least one staff member certified in CPR and First Aid must be on-site at all times.</li> <li>- Staff must renew their certification every 2-3 years</li> </ul>	<ul style="list-style-type: none"> <li>- Programs should contact the <a href="#">American Red Cross</a> and their licensing agency for course information</li> </ul>
All Providers	Child Abuse and Maltreatment Identification, Reporting, and Prevention	<ul style="list-style-type: none"> <li>- Required for staff who have the potential for unsupervised contact with pre-K students (including volunteers)</li> <li>- Must be completed by new employees within 6 months of being hired and by all staff every 24 months</li> </ul>	<ul style="list-style-type: none"> <li>- Two hours of training that must be provided by a New York State Office of Children and Family Services (OCFS) certified trainer</li> <li>- For course information please review the <a href="#">online course</a> offered by OCFS</li> </ul>
All Providers	Safety Plan & Emergency Procedures	<ul style="list-style-type: none"> <li>- Required for all program employees and volunteers</li> <li>- Training must be provided annually</li> <li>- <i>For more information please review the "Safety Plans and Procedures" section of the Handbook.</i></li> </ul>	<ul style="list-style-type: none"> <li>- Training must be provided by program leadership</li> <li>- Programs should reach out to their licensing agency for assistance</li> </ul>
All Providers	OSHA Bloodborne Pathogen	<ul style="list-style-type: none"> <li>- Required for all staff involved in assisting students with toileting, including lead teachers and paraprofessionals.</li> <li>- Training must be completed annually</li> </ul>	<ul style="list-style-type: none"> <li>- For more information on how to obtain Bloodborne Pathogen training programs should contact their licensing agency</li> </ul>
All Providers	Food Protection Certification	<ul style="list-style-type: none"> <li>- Training must be completed by at least one staff member who oversees food storage, preparation, cooking, holding, and cleaning activities.</li> <li>- It is recommended that at least two staff members complete the training should one staff member be absent.</li> </ul>	<ul style="list-style-type: none"> <li>- For course information please review the information on the <a href="#">online course</a> and exam issued by the Department of Health and Mental Hygiene (DOHMH) or an agency acceptable to DOHMH</li> </ul>

<b>All Providers</b>	Infection Control and Reporting Infectious Diseases	-Must be completed at least once by Lead Teachers and Paraprofessionals	-Online courses are available via: <ul style="list-style-type: none"> <li>• <a href="#">The American Academy of Pediatrics</a></li> <li>• <a href="#">Infectious Control Training Solutions</a></li> <li>• <a href="#">VMD Health Care Training</a></li> </ul>
<b>All Providers</b>	Medication Administration Training	-Recommended for all Article 47 Day Care Centers* - Required for all Article 47 Day Care Centers who serve one or more students requiring non-emergency medication administration	-Programs should contact a <a href="#">Child Care Resource and Referral Agency (CCRR)</a> for training information
<b>Article 47 Providers</b>	Paraprofessional Bi-Annual Training	- All Paraprofessionals must complete 15 hours of training every 24 months ( <i>inclusive of 2 hours of Child Abuse and Maltreatment training</i> ) on subjects related to: <ul style="list-style-type: none"> <li>▪ Student health</li> <li>▪ Student safety</li> <li>▪ Early childhood development</li> </ul>	- Programs should contact their licensing agency for more information
<b>GFDC Providers</b>	Lead Teacher and Paraprofessional Bi-Annual Training	- All Lead Teachers and Paraprofessionals must complete 30 hours of training every 24 months ( <i>inclusive of 2 hours of Child Abuse and Maltreatment training, OSHA Bloodborne Pathogen training, and Infection Control and Reporting training</i> ) -On subjects related to: <ul style="list-style-type: none"> <li>▪ Childhood development</li> <li>▪ Business record maintenance and management</li> <li>▪ Statutes and regulations pertaining to child day care</li> <li>▪ Statutes and regulations pertaining to child abuse and maltreatment</li> <li>▪ Student health and nutrition</li> </ul>	-All trainings must be approved by OCFS as per OCFS policy - Programs should contact their licensing agency for more information

\*Required for all EarlyLearn NYC programs.

## Frequently Asked Questions

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### **1. *Can I change my program's Instructional Track?***

An Instructional Track may not be changed during the school year. A program leader interested in changing his/her program's Instructional Track for the following school year should express this interest in a professional learning survey distributed by the DECE in the spring. .