# Employee Training Schedule

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| **Completed On/Before** | **Hours** | **Course Names** | **Course Link** |
| Orientation | 1 | Em. Preparedness | [Emergency Preparedness and Response Planning](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1662) |
|   | 0.5 | In House Orientation | Power point presentation |
|   | 1 | Transportation | [Transportation Safety Basics](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2136) |
| Start Date | 4 | Before You Begin | [Before You Begin](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1679) |
|   | 1 | SIDS | [Shaken Baby Syndrome/Abusive Head Trauma](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1697) |
|   | 1 | Shaken Baby  | [Sudden Infant Death Syndrome (SIDS) & Safety Risks for Infants](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1655) |
|   | 2 | Child Abuse | [Recognizing and Reporting Suspected Child Abuse](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1661) |
| 90 days | 1 | [CPR & First Aid (YouTube)](https://youtu.be/BQUDzWt6TJo) | [CPR & AED Training OR Prosolutions 'Responding to medical emergencies'](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1666) |
| 120 days | 3 | TN-ELDS - (Birth - 12) | [Birth - 12 months](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2086) |
| *(Choose 1 TN Elds Class)* | - | TN-ELDS - (13 - 24) | [Revised TN-ELDS for Toddlers: 13-24 Months](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2076) |
|   | - | TN-ELDS - (25 - 36) | [TN-ELDS for Two Year Olds: 25-36 Months](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2090) |
|   | - | TN-ELDS - (37 - 48) | [Revised TN-ELDS for Three Year Olds: 37-48 Months](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2073) |
|   | - | TN-ELDS - 4 years olds | [Revised TN-ELDS for Four Year Olds](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2087) |
|   | - | TN-ELDS - School Age |   |
| 6 months | 2 | ACES | [ACES Training](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2109) |
| Yearly anniversary | 3 | Dev Learning Skills |  |
|   | 3 | Pre Literacy/Literacy | [Intro To Literacy](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1827) |
|   | 6 | Health and Safety | <- 'Health and Safety' hours must include 'Child Abuse' & 'Emergency Preparedness' courses, SIDS is the only course that can be counted multiple times towards health and safety hours |
|   | - | Em. Preparedness = 1 hr | [Emergency Preparedness and Response Planning](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1662) |
|   | - | Child Abuse = 2 hrs. | [Recognizing and Reporting Suspected Child Abuse](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1661) |
| During Evaluation |   | Prof. Dev. Plan | [TnPal.org](http://tnpal.org/) |
| Bi-annually | 1 | Transportation | [Transportation Safety Basics](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2136) |
| Every 3 years | 3 | TN-ELDS |   |
| Every 5 years | 2-3 | ACES | [ACES Training](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2109) |
| At Expiration |   | CPR  |   |
| At Expiration |   | 1st aid |   |
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|  |  |  | \*\*\*College Coursework can count towards training hours, however transcripts must be submitted and approved by DHS |
| Yearly total hours requirement | \*\*\*Experienced Employees will need 12 training hours a year to comply with DHS |
| Yearly total hours requirement | \*\*\*Un-experienced Employees will need 16 training hours a year to comply with DHS |
| \*\*\*Employees will need 18 training hours a year to meet 3-star rating eligibility |
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