



REACH HIGHER CNMI / CCDF OBSERVATION CHECKLIST



Business Name:				Location:			Contact #:	
Total Student Enrollment:					Center Capacity:			
Observation Type:	Initial	Date: _____	Start Time: _____	End Time: _____				
	Renewal	Date: _____	Start Time: _____	End Time: _____				
	Follow-Up	Date: _____	Start Time: _____	End Time: _____				
	Check-in	Date: _____	Start Time: _____	End Time: _____				
	Follow-Up	Date: _____	Start Time: _____	End Time: _____				
Ratio Table:								
Age					Number of Children Per Staff Member			
0 – under 24 mos.					4 or less			
2-year-old					7 or less			
3-year-old					7 or less			
4 years old					10 or less			
5 years and older					10 or less			
Name of Rooms	Infant	Toddler	Infant & Toddler	Pre-School	K-3	K-4	K-5	B/A School
Approved DPW Room Capacity								
# of Staff Present								

Name of Rooms	Infant	Toddler	Infant & Toddler	Pre-School	K-3	K-4	K-5	B/A School
Names of Teachers/Staff:								
# of Children Enrolled:								
# of Children Present:								
# of Children w/Special Needs:								
Age of Youngest Child:								
Age of Oldest Child:								

CHECKLIST CODING

O – Observation

SH – Staff handbook

PH – Parent Handbook

CF – Child File

SF – Staff File

BB – Bulletin Board

D – Document

PDT – Professional Development Tracker

GD – Google Drive

HS – Health & Safety Checklist

ADMINISTRATION

CCDF RULES & REGULATIONS / REACH HIGHER CNMI STANDARD AREA	REQUIREMENT CHECKLIST	STATUS (Check yes only if all rooms and/or staff are complying) O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
	(1-A) Program has an approved regular Child Care License Program (CCLP) certificate. Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
§55-40.1-228 Staff Child Ratio	(1-B) Staff-child ratio complies with the CCLP Administrative Code, for each age level and each room.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (d) (iii)	(1-C) Complete CCDF application packet RENEWAL <input type="checkbox"/> Reach Higher, CNMI / CCDF Provider Certification application form <input type="checkbox"/> Current DCCA Child Care Provider Certificate <input type="checkbox"/> CCLP License <input type="checkbox"/> Current Business License <input type="checkbox"/> Updated Coaching and QRIS Orientation Certificate for new teachers (including new directors, if applicable). <input type="checkbox"/> CCDF Orientation Certificate for director and/or authorized second contact person <input type="checkbox"/> Inventory of educational materials issued per program NEW <input type="checkbox"/> Reach Higher, CNMI / CCDF Provider Certification application form <input type="checkbox"/> CCLP license <input type="checkbox"/> Current Business License <input type="checkbox"/> Map to center <input type="checkbox"/> W9 <input type="checkbox"/> EPRRP <input type="checkbox"/> Handbook (current) <input type="checkbox"/> TB clearance forms for all staff (including those who may have contact with families) <input type="checkbox"/> Daily schedule for all rooms/ age groups <input type="checkbox"/> Center rate <input type="checkbox"/> CCDF Orientation Certificate for director and/or authorized second contact person	<input type="checkbox"/> Yes <input type="checkbox"/> No SF, D, B, O, GD and/ or PDT	

Section (iii)(E)	<p>(Must include all the materials provided including under the QRIS incentives)</p> <ul style="list-style-type: none"> <input type="checkbox"/> EPRRP - highlight changes <input type="checkbox"/> Handbook <input type="checkbox"/> TB test (for new staff, including those who may have contact with families) <input type="checkbox"/> Daily schedule per program/age group <input type="checkbox"/> Center rate 	<p>Within 90 days after initial certification date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health and safety training certificates of all current staff <p>Within 12 months after initial certification date</p> <ul style="list-style-type: none"> <input type="checkbox"/> ITERS-3 self-assessment, most current <input type="checkbox"/> ECERS-3 self-assessment, most current <input type="checkbox"/> SACERS-U self-assessment, most current <input type="checkbox"/> Program Administration Scale (PAS) self-assessment, most current <input type="checkbox"/> Handbook (CCDF compliant) <input type="checkbox"/> QRIS and Coaching Orientation Certificate <input type="checkbox"/> Developmental screening training certificate (ASQ) <input type="checkbox"/> Safe sleep practices <input type="checkbox"/> Daily health checks <p>Within 90 days of CCLP's approval for employment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health and safety training certificates of all new staff hired after initial certification date 		
CCDF Memo FY16 No. 4 Star 1	(1-D) Complete Handbook <input type="checkbox"/> Refer to appendix A for full list		<input type="checkbox"/> Yes <input type="checkbox"/> No PH and/ or SH	
FACILITY				
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>	

CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (d1) (V)	(2-A) Meets, at a minimum, 35 square footage of indoor learning space per child.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (d1) (VI)	(2-B) Meets, at a minimum, 33% of facility capacity at 75 square footage of outdoor playground space per child.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (e)(4)	(2-C) Installed smoke detector	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
	(2-D) Unobstructed emergency exits	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
	(2-E) EPRRP plan that meets the prescribed CCDF requirements. (Emergency drill logs must be updated and verified onsite.) Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No D	
Section (e)(8)	(2-F) Working telephone landline within the building. In the absence of a working telephone landline, a working cellular unit with a contract must be available at the child care site during all hours of operation. Pre-paid cellular services shall not be allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	

DEVELOPMENTAL SCREENING

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
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CCDF Memo FY16 No. 4.14	(3-A) All teaching staff of children ages 0 to 5 ½ years have been trained on the Ages and Stages Questionnaire, latest edition. Includes non-teaching staff who will be assigned to conduct ASQ. (Within 12 months from CCLP approval, the new teaching or assigned staff must be trained on the ASQ to align with new provider requirements above, section 1-C.)	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or D	
	(3-B) Annual developmental screenings are being conducted for all children in the program (regardless of status as private pay or CCDF subsidized).	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (e)(11)	(3-C) All providers shall complete a CCDF approved developmental screening (e.g. Ages and Stages Questionnaire, latest edition) within 45 days of a child’s enrollment to the program. All providers shall rescreen/monitor as necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	
	(3-D) Developmental screenings are done once annually at a date and time determined by the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	
	(3-E) Results of the child’s ASQ must be discussed with parents/guardians and get consent to refer if needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	
	(3-F) If the child falls on or below the established cutoff the provider must document their referral of the child/family to Early Intervention Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	
STAFFING			
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate “See Attached.”</i>
CCDF Rules & Regulation § 55-60-201 - Eligibility Section (D1) (i)	(4-A) All staff are at least 18 years old.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF	
Section (e) (7)	(4-B) All staff met background check requirements.	Approved by CCLP <input type="checkbox"/> Yes <input type="checkbox"/> No SF	

Star 1: Staffing and Professional Development CCDF Rules & Regulation § 55-60-201 - Eligibility Section (e) (6)	(4-C) For ongoing directors: Completion of 30 hours of annual trainings and technical assistance (T& TA) combined. Completion of required health and safety topics, by age groups taught.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	
Star 1: Staffing and Professional Development CCDF Memo FY21 No. 7	(4-D) For ongoing teaching staff: Completion of 30 hours of annual trainings and technical assistance (T& TA) combined.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-E) For ongoing teaching staff: Completion of required health and safety topics, by age groups taught.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-F) For new teaching staff and new directors hired within the fiscal year under review: Completion of preservice health and safety topics within 90 days of date of approval from CCLP. Any new staff that is counted in ratio must have completed their required 12 preservice topics within 90 days of approval from CCLP.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-G) For all new providers and staff (including new directors): Completed the CNMI QRIS orientation within 12 months from CCLP approval date.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-H) For all new providers and staff (including new directors): Completed the coaching orientation within-12 months from CCLP approval date.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	

PARENTS

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS (Check yes only if all rooms and/or staff are complying) O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
CCDF Rules & Regulation § 55-60-201 - Eligibility Section (d1) (ii)	(5-A) Afford parents unlimited access to their children during normal hours of provider operation and whenever the children are in the care of the provider;	<input type="checkbox"/> Yes <input type="checkbox"/> No D, O and/ or PH	

HEALTH AND SAFETY

<p align="center">CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA</p>	<p align="center">REQUIREMENT CHECKLIST</p>	<p align="center">STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS</p>	<p align="center">COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i></p>
<p>CCDF Memo FY 16 No. 3</p>	<p>(6-A) Daily health checks are conducted for all children upon arrival.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>O and D</p>	
<p>Star 1: Health and Safety</p>	<p>(6-B) Most current ITERS-3 self-assessment completed for each infant and toddler room (renewal)</p> <p>Most current ITERS-3 self-assessment submitted no later than 12 months from date of CCDF certificate approval (new) Date _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D and/ or GD</p>	
<p>Star 1: Health and Safety</p>	<p>(6-C) Most current ECERS-3 self-assessment completed for each preschool room (renewal)</p> <p>Most current ECERS-3 self-assessment submitted no later than 12 months from date of CCDF certificate approval (new) Date _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D and/ or GD</p>	
<p>Star 1: Health and Safety</p>	<p>(6-D) Most current SACERS-U self-assessment completed for each afterschool room (renewal)</p> <p>SACERS-U self-assessment submitted no later than 12 months from date of CCDF certificate approval (new) Date _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D and/ or GD</p>	

CHILD CARE PRACTICES

<p align="center">CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA</p>	<p align="center">REQUIREMENT CHECKLIST</p>	<p align="center">STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS</p>	<p align="center">COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i></p>

Star 1: Child Growth and Development	(7-A) A daily schedule is posted and current lesson is easily accessible for all age groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or B	
Star 1: Children with Disabilities	(7-B) Information on resources in the community are current and available for parents.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or B	
Star 1: Family Engagement and Family Strengthening	(7-C) Program communicates with families, minimum 2 different ways.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or D	
Star 1: Family Engagement and Family Strengthening	(7-D) Program conducts a parent orientation to the program	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or D	
Star 1: Family Engagement and Family Strengthening	(7-E) The program must have a system for signing in/ out children at the beginning and end of care to account for all children in the care space.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or D	
Star 1: Family Engagement and Family Strengthening	(7-F) The program must add the language in their written open-door policy that states parents have the choice to visit the care space at any time. Parents should not be restricted to a time or space/ area for their visit.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or PH	
Star 1: Leadership and Management	(7-G) Directors complete Program Administration Scale (PAS) self-assessment annually.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or GD	

SAFE SLEEP PRACTICES

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS (Check yes only if all rooms and/or staff are complying) O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
Star 1: Health and Safety	(8-A) Safe Sleep Practices Written Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No PH	
Star 1: Health and Safety	(8-B) Policy explains that these practices aim to reduce the risk of SIDS or other injuries and causes of death when an infant is in a crib or asleep.	<input type="checkbox"/> Yes <input type="checkbox"/> No PH	

Star 1: Health and Safety	(8-C) All adults who are allowed to care for infants (i.e. lead teachers, floaters, aides, substitutes, and volunteers) received a copy of the Safe Sleep Policy and additional educational information.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or SF	
Star 1: Health and Safety	(8-D) Training on Safe Sleep Practices for all adults (i.e. lead teachers, floaters, aides, substitutes, and volunteers) in contact with infants has occurred and is documented.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or PDT	
SAFE SLEEP PRACTICES (Birth to 12 months only)			
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS (Check yes only if all rooms and/or staff are complying) O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
Star 1: Health and Safety	(9-A) Infants up to 12 months of age are fully flat on their backs to sleep for every sleep time (to place a child in any other position a primary care provider must provide a signed waiver indicating that the child requires an alternative sleep position).	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or D	
Star 1: Health and Safety	(9-B) Each sleeping infant is put to sleep on a firm crib mattress covered with a tight-fitting sheet in a safety-approved crib (U.S. Consumer Product Safety Commission (CPSC), American Society for Testing Materials (ASTM) and/or Juvenile Product Manufacturer Association (JPMA) Standards).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(9-C) Infants are not left to nap in a car seat. If an infant arrives on site asleep in a car seat s/he is removed immediately and placed on his/her back in his/her assigned crib.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(9-D) Infants that fall asleep outside of their assigned crib are immediately moved to their crib and placed to sleep on their back	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(9-E) Only 1 infant sleeps per crib.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(9-F) Bumper pads, pillows, quilts, comforters, sleep positioners, blankets, flat sheets, bibs, toys, mobiles, and other materials are kept out of and off the sides of cribs.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	

Star 1: Health and Safety	(9-G) Infants may be placed in one-piece sleepers to maintain appropriate temperatures (swaddling infants in child care is not necessary or recommended).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(9-H) The temperature in the room is kept comfortable for a lightly clothed adult.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(9-I) Infants are always held for bottle feedings. Bottles are never placed in a crib with an infant.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
SAFE SLEEP ENVIRONMENT (All ages who nap)			
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
Star 1: Health and Safety	(10-A) An individual crib, cot, mat, sleeping bag, or pad is kept for each child who spends more than 4 hours a day in the child care setting.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(10-B) Cribs are placed away from window blinds, draperies, and cords not within reach of the child.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(10-C) Pads and cots are made of washable materials, and pads are covered with washable covers.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(10-D) Bedding that touches a child's skin are cleaned weekly or before use by another child.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or D	
Star 1: Health and Safety	(10-E) If a crib, mat, or cot is used by more than one child, the fitted sheets must be changed between use. Each child must have his own assigned fitted bed sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(10-F) Cribs, mats, and pads are placed at least 3 feet apart (if the room cannot accommodate spacing children 3 feet apart, children must be spaced as far apart as possible and alternated head to foot).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	

Star 1: Health and Safety	(10-G) The sleeping surface of one child's rest equipment is not placed in contact with the sleeping surface of another child's rest equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(10-H) Any exposure to second-hand or third-hand smokes avoided (from adult clothing).	<input type="checkbox"/> Yes <input type="checkbox"/> No O and PH	
Star 1: Health and Safety	(10-I) Caregivers are present and directly observe infants, toddlers, and preschoolers by sight and sound during sleep, while going to sleep, and when waking up (lighting in the room allows for caregivers to see the color of each infant's and child's face).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	
USE OF PACIFIERS			
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
Star 1: Health and Safety	(11-A) Written policy describes rationale and protocols for use of pacifiers.	<input type="checkbox"/> Yes <input type="checkbox"/> No D, O and/ or PH	
Star 1: Health and Safety	(11-B) Pacifiers are kept away from places near mobile infants and toddlers.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	
Star 1: Health and Safety	(11-C) Parent/ guardian has given written permission, including any instructions or preferences, on the use of pacifiers. written permission must be on file.	<input type="checkbox"/> Yes <input type="checkbox"/> No CF	
Star 1: Health and Safety	(11-D) Staff inspect each pacifier for tears or cracks and unknown fluid in the nipple before each use.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	
Star 1: Health and Safety	(11-E) Staff clean each pacifier with soap and water before each use.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or PH	
Star 1: Health and Safety	(11-F) Pacifiers with attachments (including pins, clips, or ties) are not allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	

Star 1: Health and Safety	(11-G) If an infant refuses a pacifier s/he is not forced to take it.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	
Star 1: Health and Safety	(11-H) If the pacifier falls out of the infant's mouth during sleep, the pacifier is removed from the crib.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	
Star 1: Health and Safety	(11-I) Pacifiers are not coated in any sweet solution.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	
Star 1: Health and Safety	(11-J) Pacifiers are cleaned, stored open to air, and kept separate from the diapering area, diapering items, or other children's personal items.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	

In compliance

Date:

Work in progress

Targeted date to be finalized:

Completion of 30 hours of Annual Trainings and Technical Assistance (T & TA) Combined

Child Care Staff	Topics that must be taken Annually	Topics that must be taken every 2 Years	Topics that must be taken every 3 Years
All child care staff who have direct responsibility for the care of children Includes: Directors, Teachers, Assistant Teachers, Caregivers, Aides and Floaters)	✓ Prevention of and response to emergencies due to food and allergic reactions	✓ Pediatric First Aid and CPR Certification	✓ Prevention and control of infectious diseases (including Immunization)
	✓ Child Development		✓ Administration of medication, consistent with Standards for Parental Consent
	✓ Recognition and reporting of child abuse and neglect	Note: At least one(1) provider in each group	
<i>In Addition:</i>			
All child care staff who have DIRECT responsibility for the care of INFANTS and TODDLERS	✓ Prevention of Sudden Infant Death Syndrome and Use of Safe sleep Practices (SIDS)	✓ Pediatric First Aid and CPR Certification	
	✓ Prevention of Shaken Baby Syndrome and Abusive Head Trauma (SBS))		

Only CCDF approved trainings and approved replacements will count towards meeting the Annual Health and Safety Training requirements

“I understand this report will be posted on the CNMI Child Care website in compliance with the consumer education provision of the federal CCDBG Act of 2014 for Results of Monitoring and Inspection Reports (website): (658E(c)(2)(D)) State must make public by electronic means, in a consumer-friendly and easily accessible format, organized by the provider, the results of monitoring and inspection reports, including those due to major substantiated complaints about failure to comply with CCDF requirements and State child care policies, as well as the number of deaths, serious injuries, and instances of substantiated child abuse that occurred in the child care settings each year, for eligible child care providers within the State.”

Acknowledged By: Director’s Printed Name: _____ **Signature:** _____ **Date:** _____

Conducted By: Quality Care Specialist Printed Name: _____ **Signature:** _____ **Date:** _____

Reviewed By: CCDF Director Printed Name: _____ **Signature:** _____ **Date:** _____