

Staff Training Plan (Template)

Staff Name:		Date of Hire:	
Classroom Assigned:		Primary Age Group:	

This training plan is created to ensure I obtain at least _____ hours of training each year, from my date of hire, focusing on professional development goals and classroom needs. I understand that these annual training hours must align with Child Care Licensing Minimum Standard §746.1309, and that these hours may also count towards the training hours I must receive per the Texas Rising Star Guidelines.

Professional Development Goals

My specific professional development goals include:

- 1)
- 2)
- 3)

Annual Training Plan

Below is a list of trainings that align with minimum requirements and my specific professional development goals. This list can be amended or changed as needed.

Core Competency	Training	Hours	Training Date

Staff Signature: _____ Date: _____

Director Signature: _____ Date: _____