

Name of Facility: _____ MPI # on Certificate of Compliance: _____ County: _____

Professional Development Tracking Grid for STAR 3 & 4 Programs: Non-Instructional Staff

Instructions: Complete Column **A** with non-instructional staff names and their position or role. In Columns **B** through **I**, mark the dates of the most recent Professional Development or Information Sharing Session.

	A Employee Name, Position or Role	List Date of Completed Professional Development or Information Sharing Session						
		B Developmentally Appropriate Practice (DAP)	C Diversity	D Age Appropriate Standards	E Adult Child Interactions	F Other	G Other	H Other
	<i>Example: Jane Doe, Van Driver</i>	<i>2/15/21</i>	<i>6/25/20</i>	<i>3/1/22</i>	<i>2/5/21</i>	<i>CPR 5/10/22</i>		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Non-instructional staff may include household members, lunch assistants, bus drivers, and maintenance personnel. Non-instructional staff can be employed by the program or serve as volunteers.