

This **Training Tracker** is a FREE record keeping tool courtesy of the Child Care Support Network. It makes it easy to determine what training is required by the state and track what training each caregiver has completed to fulfill those requirements. **The Training Tracker** is conveniently formatted as a fillable PDF to make it easy to update for record keeping. Child Care Support Network offers convenient training packages designed to take the guesswork out of picking the right topics and save you time. For more information on these cost effective packages visit <https://ccsntraining.com> (Updated Dec. 2025)

Caregiver name: _____ **Training complete date** _____

Director name: _____

Director signature:_____

Centername: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

NORTH CAROLINA CAREGIVER/STAFF ANNUAL TRAINING

At least **(20) clock hours** of annual training hours must be in the following topics:

- Planning a safe, healthy learning environment
- Steps to advance children's physical and intellectual development
- Positive ways to support children's social and emotional
- Strategies to establish productive relationships with families
- Strategies to manage an effective program operation
- Maintaining a commitment to professionalism
- Observing and recording children's behavior
- Principles of child growth and development
- Learning activities that promote inclusion of children with special needs

[illegible]

Requirements obtained from the North Carolina Division of Child Development and Early Education



Child Care Support Network

Phone: 715-258-2448 E-mail: orders@impacttrainingcenter.net

Visit <https://ccsntraining.com> to view and purchase training

