

**East Hartford School Readiness Council**  
**Policies and Guidelines**  
**Professional Development**  
**Reference (GP 09-09)**

East Hartford School Readiness (EHSR) sub-grantees must include a plan for Professional Development which may include findings from EHSR Administrator monitoring reports, ECERS, NAEYC Accreditation commission recommendations, CT Office of Early Childhood (OEC) Evaluations, and sub-grantee continuous quality improvement plans. These Professional Development plans must include a timeline, responsible parties, and monitoring schedule.

EHSRS sub-grantees are required to maintain a record of individual staff development plans, transcripts, and documentation of seminars/trainings attended by staff. These documents should be maintained at the EHSR program for monitoring purposes and reviewed by the EHSR program manager on a regular basis.

All EHSR staff must receive professional development training in the CT OEC Early Learning and Development Standards (ELDS), early childhood pre-literacy skill development, early childhood special education and social & ethnic diversity in the classroom. ELDS, pre-literacy, special education, and diversity trainings need be done once within the first year of employment in an EHSR program and every 3 years thereafter. These trainings must be at minimum 2 hours in length and be provided by a CT OEC approved trainer.

All EHSR staff must be trained annually regarding serving young children with disabilities, the training must be at minimum 2 hours in length, and be provided by a CT OEC approved trainer.

All EHSRS staff must also receive training in two Early Childhood Education curriculum topics each year. These trainings must be two hours in length. The School Readiness year is July 1 to June 30.

The EHSR Council may offer, within available funding, early childhood trainings for EHSR staff.