
CCP Training Tracker

The *CCP Training Tracker* is provided as a tool to organize past, current, and future training as it relates to the Certified Childcare Professional Ability Areas.

The *CCP Training Tracker* is an uncomplicated way to manage your necessary 150 clock hours of validated training. It has been designed to assist the Candidate and Field Counselor in the following ways:

- Determining training needs for each Professional Ability Area
- Tracking and compiling training hours
- Identifying the Professional Ability Areas which may need additional training to achieve the necessary 15 clock hours of training.
- A minimum of fifteen clock hours of training is required for each Professional Ability Area. These clock hours may be chosen from a variety of options. Some options are, but not limited to:
 - Vocational and Technical School Courses
 - Post-Secondary School Courses
 - Junior College Courses
 - Extended University Courses
 - Education from Professional Associations
 - Workshops
 - Seminars
 - Conferences
 - In-Service Training

The 9 Professional Ability Areas

The CCP Candidate must have at least 15 hours training in each of the following Certified Childcare Professional Ability Areas.

Proof of training must consist of a certificate of completion and an activity that demonstrates what was learned.

1. The ability to establish and maintain a safe, nurturing, purposeful learning environment.
2. The ability to promote children's physical, cognitive, social, and emotional development.
3. The ability to create a purposeful learning environment through curriculum and content.
4. The ability to create an inclusive and culturally responsive learning environment.
5. The ability to engage in effective management of learning environment.
6. The ability to maintain a commitment to professional development and leadership.
7. The ability to use assessment planning of learning opportunities and documentation of outcomes.
8. The ability to demonstrate knowledge of child development theory, research and practice.
9. The ability to demonstrate computer literacy and promote learning through technology.

Professional Ability Area 1:

**The ability to establish and maintain a safe, nurturing,
purposeful learning environment.**

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 2:

**The ability to promote children's physical, cognitive, social,
and emotional development.**

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 3:

**The ability to create a purposeful learning environment
through curriculum and content.**

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 4:

The ability to create an inclusive and culturally responsive learning environment.

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 5:

**The ability to engage in effective management
of learning environment.**

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 6:

The ability to maintain a commitment to professional development and leadership.

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 7:

The ability to use assessment planning of learning opportunities and documentation of outcomes.

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 8:

The ability to demonstrate knowledge of child development theory, research, and practice.

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area 9:

The ability to demonstrate computer literacy and promote learning through technology.

Name of Class, Seminar or Project	Training Agency	Verified y N	Date(s) Attended	Hours Attended
TOTAL TRAINING HOURS				

Professional Ability Area		Total Training Hours
1	The ability to establish and maintain a safe, nurturing, purposeful learning environment.	
2	The ability to promote children's physical, cognitive, social, and emotional development.	
3	The ability to create a purposeful learning environment through curriculum and content.	
4	The ability to create an inclusive and culturally responsive learning environment.	
5	The ability to engage in effective management of learning environment.	
6	The ability to maintain a commitment to professional development and leadership.	
7	The ability to use assessment planning of learning opportunities and documentation of outcomes.	
8	The ability to demonstrate knowledge of child development theory, research and practice.	
9	Demonstrates familiarity with computers, learning technology, and STEAM	
TOTAL TRAINING HOURS		