

Pre-Service Training Inspection Checklist



| Type of inspection | Observations | Files to review |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Allocated unannounced Sanction Monitoring | Record staff who are working alone Record the names of all staff and volunteers working with children that day | <ul style="list-style-type: none"> All new staff hired since the last renewal inspection Review all other staff files not captured in bullet one to verify that they have completed all health and safety training topics and that Pediatric First Aid/CPR is current and done with an approved PQAS trainer and curriculum. For volunteers: verify that mandated reporter training has been completed from an approved source, if the volunteer has been volunteering for more than 90 days |
| Complaints | Record staff who are working alone Record the names of all staff and volunteers working with children that day | <ul style="list-style-type: none"> At minimum, review the staff files for those who were working to verify that they have completed all health and safety training topics and that Pediatric First Aid/CPR is current and done with a PQAS-approved trainer and curriculum. For volunteers: verify that mandated reporter training has been completed from an approved source, if the volunteer has been volunteering for more than 90 days |

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|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|-----------------|----------------|-----------------|----------------|
| Facility: | Name: | Name: | Name: | Name: | | | | |
| PCID: | General Requirements for Facility Persons §3270.33 | | | | | | | |
| | (Circle One) Director Volunteer AGS AIDE GS Facility Person | (Circle One) Director Volunteer AGS AIDE GS Facility Person | (Circle One) Director Volunteer AGS AIDE GS Facility Person | (Circle One) Director Volunteer AGS AIDE GS Facility Person | | | | |
| Inspection Date: | Room/Location: | Room/Location: | Room/Location: | Room/Location: | | | | |
| Certification Rep: | | | | | | | | |
| Date of Hire / First day caring for children | | | | | | | | |
| 90 Day Pre-service Trainings: §3270.14/ §3270.21: Must be completed prior to working alone with children | PREVIOUS | CURRENT | PREVIOUS | CURRENT | PREVIOUS | CURRENT | PREVIOUS | CURRENT |
| | | | | | | | | |
| Date: Pediatric first-aid / CPR training §3270.31(e)(4)(i)/§3270.31(f)(10) <i>*Approved training and PQAS instructor</i> | | | | | | | | |
| Date: Health and Safety (CCDBG) training §3270.31(f-g) | | | | | | | | |
| Date: Health and Safety (CCDBG) Update, if applicable §3270.14/ §3270.21 | | | | | | | | |
| Date: Mandated reporter training §3270.32(a) | | | | | | | | |

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| Date: Pediatric first-aid / CPR training §3270.31(e)(4)(i)/§3270.31(f)(10) <i>*Approved training and PQAS instructor</i> | | | | | | | | |
| Date: Health and Safety (CCDBG) training §3270.31(f-g) | | | | | | | | |
| Date: Health and Safety (CCDBG) Update, if applicable §3270.14/ §3270.21 | | | | | | | | |
| Date: Mandated reporter training §3270.32(a) | | | | | | | | |

Ratio & Supervision

| Regulation | Room # / Name | 1 | 2 | 3 | 4 |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
| § 3270.51 Similar age level ratio § 3270.52 Mixed age level ratio | Staff Name(s)/Position(s): # of children and age levels (I, YT, OT, PS, YSA, OSA) present: | | | | |
| | All children present, identified and supervised? | Y N | Y N | Y N | Y N |
| § 3270.113 Supervision of children | § 3270.14/ § 3270.21 Pre-service Training: Are staff being supervised appropriately? | | | | |

Ratio & Supervision

| Regulation | Room # / Name | 5 | 6 | 7 | 8 |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
| § 3270.51 Similar age level ratio § 3270.52 Mixed age level ratio | Staff Name(s)/Position(s): # of children and age levels (I, YT, OT, PS, YSA, OSA) present: | | | | |
| | All children present, identified and supervised? | Y N | Y N | Y N | Y N |
| § 3270.113 Supervision of children | § 3270.14/ § 3270.21 Pre-service Training: Are staff being supervised appropriately? | | | | |

Fire Safety

| ✓ or O | Code | Description | Notes |
|--------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| | § 3270.91(a) | Exits | |
| | § 3270.94 | Fire Drills | |
| | § 3270.95 | Act 62: <ul style="list-style-type: none"> • Documentation of testing every 30 days OR documentation of annual testing from a fire safety professional, whichever is applicable • Visual inspection of presence of fire detection system | |