**Professional Development Requirements: HIPPY Coordinators and HBEs**

**Calendar Year:**

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| **Coordinators** | **Home-based Educators** | **Documentation Sources** |
| \*\*All staff members have completed or enrolled in the following ABC required trainings.* Pre-K ELLA (30 hours)
* INDEX (30 hours)
* Frameworks (30 hours)
* Pre-K SEL (45 hours)

\**New hires must complete one training course per year until all are completed,* ***starting in their second year.*** | * Certificates of completion
* TAPP Registry print out or
* Enrollment training form
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| All coordinators have attended the following ABC and State HIPPY trainings, meetings and conferences.* State HIPPY Summer Institute
* State HIPPY Winter Institute
* National HIPPY Conference
* Annual COPA training
* Brigance Screening and Assessment Trainings
 |  | * Certificates of completion
* TAPP Registry print out
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| HIPPY Refresher | * New home-based educator training and/or HIPPY Refresher
* COPA Training
* Brigance Training
 | * Certificates of completion
* TAPP Registry print out
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| Returning staff members have obtained 30 hours in early childhood concepts.  | * Certificates of completion
* TAPP Registry print out
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