**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 |
| 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 |
| HIPPY Refresher | | * New home-based educator training and/or HIPPY Refresher * COPA Training * Brigance Training | * Certificates of completion * TAPP Registry print out |
| Returning staff members have obtained 30 hours in early childhood concepts. | | | * Certificates of completion * TAPP Registry print out |