



School Readiness Staff Training Day (13th Day)

Frequently Asked Questions (FAQ)

1. Do I have to use a 13th Day Staff Training Day?

No, this is voluntary.

2. If I only list 12 holidays, do I need complete this process?

No, if you choose to not identify a 13th holiday specific for training, you do not need to complete this process.

3. Where can I add my 13th day training date?

Add to Exhibit 6: Holiday Schedule titled **STAFF TRAINING DAY**.

4. Does my agenda need to be approved by the ELC?

Yes, you must submit your agenda for review at least 30 days prior to the intended training date.

5. Where do I submit my agenda?

The process takes place in the CRM. The link is
[https://elcbroward.webauthor.com/go/fx sr staff training day/](https://elcbroward.webauthor.com/go/fx_sr_staff_training_day/)

6. How long must the training be?

The training must be 50% of your operational hours. Example below.

Time Open	Time Close	Total Hours	Training Hours Minimum
6am	6pm	12	6
6:30am	6pm	11.5	6 (5.75)
7am	3pm	8	4

7. Can the training be split into 2 days?

No, you are only permitted to submit for 1 reimbursement day through School Readiness. Your 2nd day of training is on your own.

8. What must be included in my agenda?

- The agenda needs to be meaningful and support your staff's learning.
- The timeframe of each topic is needed (start time and end time).
- The topics need to align with either the Florida Early Learning and Developmental Standards (FELDS) or any of the Florida Standards and Key Competencies.
- Any courses listed in the Department of Children and Families system can also be included.

9. Where can I access this information?

- Florida Early Learning and Developmental Standards can be accessed at <https://flbt5.floridaearlylearning.com/>
- Florida Standards and Key Competencies can be accessed at <https://www.flvpkonline.org/OEL/media/FCDA/content/documents/DirectorsPDStandards.pdf>
- Department of Children and Families trainings can be accessed at <https://childcaretraining.myflfamilies.com/student/site/admin/signin>

10. Will I receive an email once my agenda is approved?

Yes, you will receive a notification if your agenda is approved or if it needs edits.

11. The ELC provided a template for the agenda, do I have to use it?

We recommend you use it because it has all the required elements. If you don't you may have to revise what is submitted.

12. After the training, do I need to do anything?

Yes, you need to submit the sign in sheet(s) with all School Readiness staff names and signature.

13. Why do I need to submit the sign in sheet(s)?

To receive the reimbursement at least 75% of your School Readiness personnel must have attended. Examples below.

# of Total staff	# of Staff Attending training	% Attended	Status
15	10	67%	Does Not Meet the 75%
15	12	80%	Approved

20	15	75%	Approved
5	3	60%	Does Not Meet the 75%
5	4	80%	Approved
2	2	100%	Approved

14. Will the staff sign in sheet be verified?

Yes, staff sign in sheet will be double checked against your QPS roster for the month the training occurred.

15. Where do I log into QPS?

QPS log in is through your SSO login. The link is <https://flssportal.flldoe.org/>

16. Can my kitchen staff attend the training?

Your kitchen staff can attend the training but would not count towards your 75% requirement because they are not listed in QPS.

17. What if I have never used QPS?

The ELC staff can assist you if you have never used it before. Email class@elcbroward.org

18. What if I can't log in to the CRM?

Email elcbtraining@elcbroward.org

19. What if I have other questions?

Email ametsch@elcbroward.org