**Procedure:**

Each direct service provider must have a documented training system that identifies trainings for individuals to fulfill their roles and responsibilities. A plan shall be submitted annually to the MARC Head Start Director, following the instructions included with the training plan document. This system must include the following at a minimum:

- Trainings required at hire
- Annual trainings required per position

Each direct service provider shall have a system to track trainings for all staff. The system should include:

- Person responsible for tracking;
- Process for documenting evidence of completion, using the following:
  - MOPD Registry; or,
  - ChildPlus database.

See *Clarification for Policy and Procedure 8010* for a list of trainings.