

Title	Objective(s)	Course Length	IACET CEUs	Certificate Requirements
Administrative Procedures - Fundamentals	<p>Operational leadership focuses primarily on management functions associated with supporting staff to achieve program outcomes, establishing effective systems, and influencing organizational climate.</p> <ul style="list-style-type: none"> • CUSTOMER SERVICE will provide you with the information you need to make a good first impression and maintain positive relationships. • EMPLOYEE RELATIONS will provide you with the information you need to meet your school's recruitment and retention goals. <p>FACILITY MANAGEMENT provided guidance related to the physical plant (the building itself) and its people and programs, too</p>	2 Hours	.2	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Administrative Procedures - Advanced	<p>Administrative Leadership is complex, with at least two separate but interrelated facets: operational leadership and strategic leadership. In this course you will learn about:</p> <ul style="list-style-type: none"> • DEFINING ADMINISTRATIVE LEADERSHIP provided the information you need to begin to build your operational leadership capacity. • ACHIEVING DESIRED OUTCOMES provided the information you need to begin to build your credibility, prioritize talent development, and focus on family engagement. • ESTABLISHING EFFECTIVE SYSTEMS provided the information you need to build your operational leadership capacity, with attention to executing change, managing resources, and planning for growth and development. <p>INFLUENCING ORGANIZATIONAL CLIMATE provided the information you need to build your operational leadership capacity, with special attention to increasing employee engagement.</p>	2 Hours	.2	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Becoming and In-Charge Team Member	<p>You will learn about the characteristics of and how to become an aspiring leader. You will be able to:</p> <ul style="list-style-type: none"> • Describe the leadership credentials for your position. • Describe the characteristics of an aspiring leader. • Understand the importance of your organization's vision, mission, and key tasks. • Know how to appropriately respond to mistakes on your team. • Utilize the L.A.C.E. method. <p>Guide junior leaders.</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher

<p>Communicating with Confidence for Staff</p>	<p>This course will help you understand why self-confidence is an essential part of the character that you project. It will also provide you foundational information, in conjunction with your director's guidance, to help you thrive in an environment in which you can build confidence.</p> <ul style="list-style-type: none"> • Identify if you are a person who needs a self-confidence boost. • Recognize and promote an environment that fosters self-confidence by: <ul style="list-style-type: none"> ○ understanding the value of your school's mission. ○ assuming key tasks as assigned by your director in developing your self-confidence. ○ familiarizing yourself with appropriate documentation of your school's processes to help establish a framework. ○ working with your director to build psychological safety. embracing the characteristics of a fail-safe environment. 	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Communicating with Confidence for Owners and Administration</p>	<p>This course will help you understand why self-confidence is an essential part of the character that teachers project. It will also provide you foundational information to help you develop an environment in which every teacher can build confidence.</p> <ul style="list-style-type: none"> • Recognize a person who needs a self-confidence boost. Establish an environment that fosters self-confidence by: <ol style="list-style-type: none"> 1. describing the value of your mission and key tasks in developing self-confidence in teachers. 2. documenting your processes to help establish a framework. 3. building psychological safety. 4. stating the characteristics of a fail-safe environment. 	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Controlling Expenses for a More Profitable School</p>	<p>This course will provide you with several money-saving techniques and help you effectively manage your variable and fixed expenses.</p> <ul style="list-style-type: none"> • Tactics for Controlling Costs • Variable Costs • Staff Expense • Retaining Teammates • The Costs of Turnover • Benchmark Wages and Total Compensation • Hire for Culture: Get the Right People on the Bus <p>Food</p> <ul style="list-style-type: none"> • Minimize Waste • Buy Cheaply • Classroom Supplies/Paper Products <p>Fixed Costs</p> <ul style="list-style-type: none"> • Rent • Utilities • Insurance <p>Other</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

<p>Creating In-Charge Team Members</p>	<p>You will learn about the characteristics of a strong leader that, coupled with strong management skills, will turn a skilled manager into a complete leader, and a new teacher into a candidate for bigger things in his/her future.</p> <ul style="list-style-type: none"> Identify if you are a person who needs a self-confidence boost. <p>Recognize and promote an environment that fosters self-confidence by:</p> <ol style="list-style-type: none"> understanding the value of your school's mission. assuming key tasks as assigned by your director in developing your self-confidence. familiarizing yourself with appropriate documentation of your school's processes to help establish a framework. working with your director to build psychological safety. embracing the characteristics of a fail-safe environment. 	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Driving Peak Performance in an Organization</p>	<p>This course will enable you to identify and cultivate peak performance within yourself and in your organization. The next level is within your reach!</p> <ul style="list-style-type: none"> Identify and describe the characteristics of a Peak Performer. Understand how to motivate and inspire peak performance. Understand the importance of being aligned with the 5 Cs. Understand how to maintain a positive culture in your School. <p>Know how to build and invest in stronger relationships through communication.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Emergency Procedures</p>	<p>This course will expand on how to become properly prepared incase of potential emergencies.</p> <ul style="list-style-type: none"> ROLES & RESPONSIBILITIES to provide you with the information you need to be well-prepared for potential emergencies. EVACUATION PROCEDURES provided you with the information you need to be well-prepared to evacuate or participate in practice drills. SPECIFIC INCIDENT RESPONSES provided you with the information you need to be well-prepared for utility disruptions, medical emergencies, and other situations. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Empathetic Communication</p>	<p>This course provides you with tips for developing and using empathetic listening and communication skills in the childcare workplace</p> <ul style="list-style-type: none"> Understand the importance of empathetic communication. Communicate effectively and empathetically to other team members. Utilize best practices in the childcare workplace. <p>Deal with difficult conversations.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

<p>Everything Speaks: How</p>	<p>This course will inform caregivers about the importance of attention to the physical environment and its influence on</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the</p>
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your Workplace Physical Environment Brands Your School	<p>the school's brand. A focus on creating and maintaining your school environment, inside and outside, messages who you are, what you value, and catches the eyes of parents every day.</p> <ul style="list-style-type: none"> • Define brand. • Identify four ways the physical environment can influence the brand of the school. <p>Demonstrate appropriate actions that will maximize the brand of the school through the strategic care and maintenance of the physical environment.</p>			course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Everything Speaks: Leadership that Uses Workplace Physical Environment	<p>This course will inform administrators (assistant directors/directors/owners) about the importance of attention to the physical environment and its influence on their school's brand. A focus on creating and maintaining your school environment-inside and outside-messages who you are and what you value and catches the eyes of parents every day.</p> <ul style="list-style-type: none"> • Define brand. • Identify four ways the physical environment can influence the brand of the school. <p>Demonstrate appropriate actions that will maximize the brand of the school through the strategic care and maintenance of the physical environment.</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Excellence in Childcare Customer Service	<p>Excellent customer service is essential to every Childcare or Early Education Center. In this course you will learn:</p> <ul style="list-style-type: none"> • What customer service is • Why customer service matters • What excellent customer service is <p>How to provide excellent customer service</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Growing Revenue for a More Profitable School	<p>In this course, you will learn some valuable steps to take toward improving your marketing efforts and increasing your revenue.</p> <ul style="list-style-type: none"> • Budgeting considerations for advertising and marketing • Determining the right amount to spend on advertising and marketing • Reviewing tactics to develop a great website • Techniques for an effective Internet presence • Gathering family feedback <p>Traditional marketing efforts</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Managing Conflict in the Child Workplace	<p>In this training, you will learn to identify situations that may become or have become a conflict situation and how to appropriately respond to conflict in the childcare workplace. Conflict is a natural element of human communications, especially in an environment when teachers and staff spend a great deal of time in close quarters. It can cause undue stress and, in some instances, is used as a form of bullying. This course will provide strategies for how to respond to potential conflict and manage existing conflict.</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Operational Excellence -	<p>This course will provide you with an understanding of your role in the protection of children within the childcare center</p>	1 Hour	.1	The learner has completed all events within the

Child Abuse and Maltreatment	<ul style="list-style-type: none"> Provides guidance related to child abuse and maltreatment. Primary topics include mandated reporting, understanding abuse and maltreatment, preventative program strategies, and protective factors. <p>provide you with the information you need to understand your legal and moral obligations.</p>			course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Operational Excellence - Communication	<p>This course will teach will provide you with information on how to communicate on a professional level.</p> <ul style="list-style-type: none"> It is important for every childcare professional to develop effective communication skills. <p>Provide you with the information you need to interact with families in a positive, professional manner.</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Operational Excellence - Medication Administration	<p>This course will teach staff their role in how to properly administer medication while keeping and maintaining health and safety in the childcare center.</p> <ul style="list-style-type: none"> It's important for every childcare professional to develop habits that protect children's health and well-being. <p>Provide you with the information you need to maintain a safe, healthy classroom environment for our young learners</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Public Relations Crisis Communication for Staff	<p>This course will teach staff their role in managing public relations communications in the event of a crisis, provide guidance as to how to respond when faced with a public relations crisis, and explore various scenarios to learn appropriate ways of responding.</p> <ul style="list-style-type: none"> Understand what role they serve in a Crisis Communication Plan. Identify ways of managing internal and external communications. Effectively execute their appropriate role in a crisis. <p>Know appropriate ways of responding to crises.</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Public Relations Crisis Communication Planning - for Administrators	<p>This course will teach Owners and Directors how to manage public relations communications in the event of a crisis, provide guidance on setting up a Crisis Communication Plan and explore various crisis scenarios to learn effective ways of responding.</p> <ul style="list-style-type: none"> Understand what a Crisis Communication Plan is. Identify ways of managing internal and external communications. Set up a Crisis Communication Plan for your school. <p>Know effective ways of responding to a variety of crises.</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher

<p>Skyrocketing Enrollment</p>	<p>This course will provide teachers, administrators, and directors the necessary tools to maximize enrollment opportunities by converting leads to enrolled students. It will give everyone a window into how best to engage leads from a variety of sources and give them specific processes that will lead to successful enrollment.</p> <ul style="list-style-type: none"> • Be able to discuss the value of generating and maintaining enrollment. • Understand the steps in the Enrollment Cycle. • Be able to describe the characteristics of your school's market. • Know the process for assessing your school for safety, cleanliness, learning, organization, and professionalism. • Have a basic understanding of how to increase your school's internet presence. • Understand the value of family feedback. <p>Know at least three processes you can use to secure and maintain enrollment.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Smart Staffing Part 1 Recruiting and Interviewing</p>	<p>In this course, you will learn how to strengthen your childcare and educational business by building your human capital. Business owners and school leaders will learn:</p> <ul style="list-style-type: none"> • Essential guidelines and tips for recruiting talent that aligns with your core values and mission. <p>Interview practices that help identify the right people for each open position within your organization.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Smart Staffing Part 2 Completing the Hiring Process</p>	<p>In this course, you will learn how to strengthen your childcare and educational business by building your human capital. Business owners and school leaders will learn:</p> <ul style="list-style-type: none"> • Important processes and next steps for completing the hiring process. <p>Onboarding practices that prepare a new employee for a successful start.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Supporting Strong Enrollment</p>	<p>This course focuses on the role school staff and teachers play in supporting enrollment. Staff and teachers are the faces of a school; they are the people who interact with children and families daily. These interactions influence a family's desire to keep their child enrolled at a school and impact their willingness to refer a school to another family.</p> <ul style="list-style-type: none"> • Explain the importance of maintaining and increasing enrollment. • Identify specific ways they directly impact current and prospective enrollment. <p>Demonstrate appropriate actions that will help boost their school's enrollment.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

<p>Tour Like a Rockstar: Part 1</p>	<p>This course will walk you through one of the most important aspects of school enrollment: how to successfully generate leads that turn into scheduled tours of your school.</p> <ul style="list-style-type: none"> • Generate tour inquiries. • Successfully engage with prospective families. • Prepare teachers for a tour. <p>Prepare the school for the tour.</p>	<p>1 Hour</p>	<p>1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Tour Like a Rockstar: Part 2</p>	<p>In this course, you will learn the elements necessary to successfully convert a school tour into an enrollment.</p> <ul style="list-style-type: none"> • Know the steps to give a successful school tour. • Understand the importance of engaging families throughout the tour experience. • Be equipped to close the enrollment. <p>Know the value of strong follow-up.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Understanding Your Profit and Loss</p>	<p>This course will help you understand the importance of a basic document, the Profit and Loss (P&L) statement. The P&L statement is used to reflect the performance of the childcare as a business. As a result, you can continue to provide a great environment for your wonderful children and employment for your staff.</p> <ul style="list-style-type: none"> • Describe the basics of a P&L statement <ol style="list-style-type: none"> 1. General concepts and organization 2. Revenue 3. Expense categories 4. Percentages 5. Net income/cash flow/profit 6. Variable expenses 7. Fixed expenses <p>Use the P&L for forecasting</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Working with Children 6 weeks to 12 months</p>	<p>This course is designed to provide targeted training to ECE teachers and staff of children aged six weeks to twelve months, to ensure the day-to-day implementation of procedures, processes, and routines that</p> <ol style="list-style-type: none"> 1. Adhere to best practices for schools, early learning centers, and childcare centers 2. Create a safe and nurturing environment for children 3. Allow staff to be successful in their role. <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. • SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

<p>Working with Children 12 - 24 months</p>	<p>This course is designed to provide targeted training to ECE teachers and staff of children aged twelve months to twenty-four months, to ensure the day-to-day implementation of procedures, processes, and routines that</p> <ol style="list-style-type: none"> 1. Adhere to best practices for schools, early learning centers, and childcare centers 2. Create a safe and nurturing environment for children 3. Allow staff to be successful in their role. <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. • SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Working with 2 - Year Old Children</p>	<p>This course is designed to provide targeted training to ECE teachers and staff of two year old children, to ensure the day-to-day implementation of procedures, processes, and routines that</p> <ol style="list-style-type: none"> 1. Adhere to best practices for schools, early learning centers, and childcare centers 2. Create a safe and nurturing environment for children 3. Allow staff to be successful in their role. <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. • SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

<p>Working with 3 and 4 -Year Old Children</p>	<p>This course is designed to provide targeted training to ECE teachers and staff of three and four year old children, to ensure the day-to-day implementation of procedures, processes, and routines that</p> <ol style="list-style-type: none"> 1. Adhere to best practices for schools, early learning centers, and childcare centers 2. Create a safe and nurturing environment for children 3. Allow staff to be successful in their role. <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. • SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Working with School-Age Children</p>	<p>This course is designed to provide targeted training to ECE teachers and staff of school-age children, to ensure the day-to-day implementation of procedures, processes, and routines that</p> <ol style="list-style-type: none"> 1. Adhere to best practices for schools, early learning centers, and childcare centers 2. Create a safe and nurturing environment for children 3. Allow staff to be successful in their role. <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. • SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Working With Your Mentor: A Course for Students</p>	<p>In this course, ECE teachers and staff will learn to participate as mentees in a mentoring experience with an ECE mentor. In this course, mentee participants will complete lessons that cover their roles in relation to first days of work, position information, staff procedures and regulations, security procedures, health and safety, routine cleaning, meal, and rest routines.</p>	<p>8 Hours</p>	<p>.8</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Working with Your Student: A Course for Mentors</p>	<p>In this course, ECE teachers and staff will learn to provide a mentoring experience for other ECE staff. In this course, mentor participants will complete lessons that teach them how to mentor a new employee on their first days of work, position information, staff procedures and regulations, security procedures, health and safety, routine cleaning, meal, and rest routines.</p>	<p>8 Hours</p>	<p>.8</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

Montessori Operational Excellence: Introduction	<p>This course will focus on the importance of implementing the Montessori method. The underlying concept is that understanding, accepting, and implementing nontraditional ideologies and concepts is the first crucial element to properly implementing these methods in the classroom environment.</p>	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Montessori Operational Excellence: Administrative Procedures - Fundamentals	<p>This course provides the information you need to make a good first impression and maintain positive relationships.</p> <ul style="list-style-type: none"> • EMPLOYEE RELATIONS provided the information you need to meet your school's recruitment and retention goals. <p>FACILITY MANAGEMENT provided guidance related to the physical plant (the building itself) and its people and programs.</p>	2 Hours	.2	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Montessori Operational Excellence: Administrative Procedures - Advanced	<p>This course will provide you with the information on how to become a more efficient and productive leader in a childcare center.</p> <ul style="list-style-type: none"> • DEFINING ADMINISTRATIVE LEADERSHIP will provide you with the information you need to begin to build your operational leadership capacity. • ACHIEVING DESIRED OUTCOMES will provide you with the information you need to begin to build your credibility, prioritize talent development, and focus on family engagement. • ESTABLISHING EFFECTIVE SYSTEMS will provide you with the information you need to build your operational leadership capacity, with attention to executing change, managing resources, and planning for growth and development. <p>INFLUENCING ORGANIZATIONAL CLIMATE will provide you with the information you need to build your operational leadership capacity, with special attention to increasing employee engagement.</p>	2 Hours	.2	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Montessori Operational Excellence: Child Abuse and Maltreatment	<p>It is important for every childcare and educational professional to develop habits that protect children's safety and well-being.</p> <ul style="list-style-type: none"> • CHILD ABUSE AND MALTREATMENT will provide you with the information you need to understand your legal and moral obligations. 	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher
Montessori Operational Excellence: Communication	<p>It is important for every childcare professional to develop effective communication skills.</p> <ul style="list-style-type: none"> • COMMUNICATION will provide you with the information you need to interact with families in a positive, professional manner. 	1 Hour	.1	The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher

<p>Montessori Operational Excellence: Emergency Procedures</p>	<p>It's important for every childcare professional to develop habits that will protect children's safety and well-being in an emergency</p> <ul style="list-style-type: none"> • ROLES & RESPONSIBILITIES provided you with the information you need to be well-prepared for potential emergencies. • EVACUATION PROCEDURES provided you with the information you need to be well-prepared to evacuate or participate in practice drills. <p>SPECIFIC INCIDENT RESPONSES provided you with the information you need to be well-prepared for utility disruptions, medical emergencies, and other situations.</p>	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Montessori Operational Excellence: Medical Administration</p>	<p>It is important for every childcare professional to develop habits that protect children's health and well-being. MEDICATION ADMINISTRATION will provide you with the information you need to maintain a safe, healthy classroom environment for your young learners.</p>	<p>1 Hour</p>	<p>.1</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Montessori Operational Excellence: Infants 6 weeks - 1 1/2 Years</p>	<p>Your classroom has a significant impact on families' impressions of our school.</p> <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. It's important for every childcare professional to develop habits that protect children's health and well-being. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. <p>SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners.</p>	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Montessori Operational Excellence: Toddlers 1 1/2 years - 3 Years</p>	<p>Your classroom has a significant impact on families' impressions of our school.</p> <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. It's important for every childcare professional to develop habits that protect children's health and well-being. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. • SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

<p>Montessori Operational Excellence: Primary 3 Years - 6 Years</p>	<p>Your classroom has a significant impact on families' impressions of our school.</p> <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. It's important for every childcare professional to develop habits that protect children's health and well-being. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. • SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners. 	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>
<p>Montessori Operational Excellence: Elementary 6 Years and Older</p>	<p>Your classroom has a significant impact on families' impressions of our school.</p> <ul style="list-style-type: none"> • CLASSROOM ORGANIZATION provided you with the information you need to make a positive impression and to establish efficient classroom routines. It's important for every childcare professional to develop habits that protect children's health and well-being. • HEALTH & HYGIENE provided you with the information you need to maintain a healthy environment for our littlest learners. <p>SAFETY provided you with the information you need to maintain a safe classroom environment for our littlest learners.</p>	<p>2 Hours</p>	<p>.2</p>	<p>The learner has completed all events within the course, completed coordinating printable worksheet, and passed the course assessment with an 85% or higher</p>

***Minimum Technology Notice to Users:** The minimum technology requirements needed to complete this course include: Computer device with Windows, Internet or WiFi access, a supported browser and ability to enable and disable popups.*