**Preservice Trainings Procedure while Working Remotely**

In order to meet the annual training requirements required by our Early Learning program, Head Start and ECEAP Performance Standards while working remotely, all Early Learning Staff must complete the following trainings online:

DCYF Student Portal:

* Safe Sleep / Clase sobre la seguridad para dormir a los bebes [https://dcyftraining.com](https://dcyftraining.com/index.cfm)
* Mandated Reporter- Recognizing and Reporting Child Abuse / Reportero Obligatorio: Reconocer y reportar el abuso y negligencia de ninos [https://dcyftraining.com](https://dcyftraining.com/index.cfm)
* Disaster and Emergency Preparedness / Preparacion para emergencias y desastres [https://dcyftraining.com](https://dcyftraining.com/index.cfm)
* Abusive Head Trauma/Shaken Baby / Trauma de cabeza abusivo [https://dcyftraining.com](https://dcyftraining.com/index.cfm)
* Families Experiencing Homelessness / Familias sin hogar [https://dcyftraining.com](https://dcyftraining.com/index.cfm)

ECLCK Website:

* Supporting Families Experiencing Homelessness During the COVID-19 Pandemic / Apoyo a las familias que sufren de carencia de hogar durante la pandemia por COVID-19

<https://eclkc.ohs.acf.hhs.gov/blog/supporting-families-experiencing-homelessness-during-covid-19-pandemic>

<https://eclkc.ohs.acf.hhs.gov/es/blog/apoyo-las-familias-que-sufren-de-carencia-de-hogar-durante-la-pandemia-por-covid-19>

**To access the DCYF Student Portal online trainings:**

1. Go to the DCYF Student Portal [https://dcyftraining.com](https://dcyftraining.com/index.cfm)
2. To set up an account, if you do not already have one, click on SIGNUP.
3. You will need your STARS ID when you create your account. You will create a username and password.
4. Once you have logged in you will be on your personal Online Training page. You will find the above trainings listed under the Federal Health & Safety Trainings heading.
5. When you have completed a training on the DCYF Student Portal, it will automatically record to the Health & Safety Information section in your Professional Record in MERIT. This will be the evidence that you have completed the training.
6. Communicate to your Supervisor when you have done the training on the ECLCK website

\*Work with your supervisor to manage your time so you can **complete these trainings by Tuesday, September 15, 2020.**