1. Set up an account on tnpal.org. Once you have set up your account, go to the icon on top right of the page and it will list your registry ID. You will need this ID number when you set up your prosolutions account.

2. Set up an account on prosolutionstraining.com/tn

           The Provider ID is 842247538

3. Click Course Catalog and search the following courses and register.

Complete the below list prior to your first day:

**- Shaken Baby Syndrome/Abusive Head Trauma (1 Hour)**

**- Sudden Infant Death Syndrome (SIDS) and Safety Risks for Infants (1 Hour)**

**- Before You Begin: New Educator (4 Hour)**

**- Handwashing, Clean Hands=Better Health (1 Hour)**

**- Emergency Preparedness: Better Safe than Sorry (1 Hour)**

 4. Click Course Catalog and search the following courses and register.

 Complete the below list within 30 days of employment:

**- ACEs and the Role of Life Experiences in Shaping Brain Development: Building Strong Brains- Tennessee ACEs (2 Hours)**

**- Recognizing and Reporting Suspected Child Abuse (2 Hours)**

**- Introduction to Early Literacy (3 Hours)**

**- Tennessee Early Learning Developmental Standards (TN-ELDS) (3Hours): Choose 1 course based on the age classroom that you will be supervising. If not assigned to a classroom, it is your choice.**

5. Please print your completed certificates, sign the certificates, and turn into leadership

       6. Training hours are paid after completing 90 days employment.