

New Hire Training Requirements for Wesley KIDS

Step 1: Go to www.tnpal.org to create an account. Once you have created an account you will need to log in and click on the user information icon in the top right-hand corner. The drop-down box will show your Registry ID. You will need this ID to enter into your ProSolutions Account. We also need this ID number for your file.



Step 2: Go to www.prosolutionstraining.com/tn/ and create an account here as well. Under your profile you will need to enter place of employment “Wesley KIDS” and your State Registry ID (which is the 6-digit ID number from the TNPAL account).

****At this point you should be able to log in to ProSolutions.com/tn to access the trainings below****

Prosolutionstraining.com/tn These trainings can be completed for free.

Under “Tennessee Course Catalog”

>Organizational Development & Administration

[Before You Begin: New Caregivers](#) 4hrs

[Licensure Rules & Regulations Training](#) 3hrs

>Child Development and Learning

[ACEs and the Role of Life Experiences...](#) 2hrs

[Revised TN-ELDS](#) (pick the age range you are applying for)

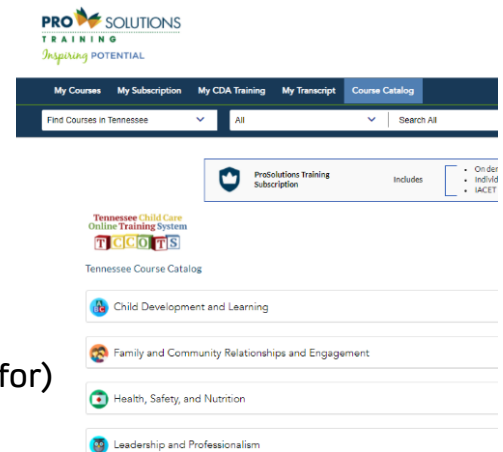
>Health, Safety, and Nutrition

[Recognizing and Reporting Suspected Child Abuse](#) 2hrs

[Sudden Infant Death Syndrome](#) 1hr

[Shaken Baby / Abusive Head Trauma](#) 1hr

> First Aid / CPR Certification is **required** and will be scheduled after hiring



**** Please email completed PDF certificates to office@wesleykids.org ****

Paperwork Requirements:

3 Reference Questionnaires – (No Family Members or Significant Others)

High School Diploma along with any additional schooling

Background Check Form completed and signed

Receipt from Background Check Fingerprinting

Physical

Drug Policy, Photo, Social Media, Handbook Acknowledgement Form

Payroll (voided check or direct deposit form from bank) & Tax Forms

Direct Primary Acknowledgement From