

## **Big Fish Academy/Farragut Campus New Employee Training Hours**

1. Set up an account with [www.tnpal.org](http://www.tnpal.org). Once you have set up your account, go to the icon on top right and it will list your registry ID. You will need this ID number when you set up your prosolutions account.
2. Register an account online at <https://www.prosolutionstraining.com/tn>.  
The Provider ID is 842247538201
3. Once in TNPAL and on the Dashboard, go to profile and under employment tab, add Big Fish Academy/Farragut as your employer.
4. Once you are an employee of Big Fish Academy on TNPAL, you should then see your Employer name, start date, end date and action. CLICK the 3 dots under the word Action, select “request staff role” and confirm it.
5. Under the education tab in TNPAL, please upload your diploma or transcript by clicking the file upload button. Upload CPR/First Aid certification if applicable.
6. Click Course Catalog in ProSolutions and search for the following courses and register (PLEASE NOTE: ALL these trainings are free, but you must load them in the cart):
  - **Licensure Rules and Regulations Proolutions Training (3 hours)**. Complete this training course before the first day of work.
  - **Shaken Baby/Abusive Head Trauma Proolutions Training (1 hour)**. Complete this training course before the first day of work.
  - **Before You Begin: New Educator Proolutions Training (4 hour)**. Complete this training course before the first day of work.
  - **Sudden Infant Death Syndrome (SIDS)/Safety Risks for Infants Proolutions Training (1 hour)**. Complete the below courses before the first day of work.
  - **Recognizing and Reporting Suspected Child Abuse Proolutions Training (2 hours)**. Complete this training course before the first day of work.

- **Responding to Medical Emergencies (1 hour).** Complete this training course before the first day of work.
- **Administering Medication in Child Care Settings Training (1 hour).** Complete this training course before the first day of work.
- **Introduction to Early Literacy (3 hours).** Complete this training course within 90 days of employment.
- **ACEs and the Role of Life Experiences in Shaping Brain Development: Building Strong Brains (2 hours).** Complete this training course within 90 days of employment.
- **TN-ELDS (3 hours):** choose which age group you will be working with or the age group you want to learn more about. Complete this training course within 90 days of employment.

**Trainings required that are not on ProSolutions:**

- **Abusive Head Trauma and Shaken Baby Syndrome google form and “Forever Shaken, Brain Injury Nebraska” video training (1 hour).** Complete this training video before the first day of work.
- **Employee Safety Training (Google Form) (1 hour).** Complete this training course before the first day of work.

## Details:

1. The Prosolutions training module is titled : Licensure Rules and Regulations  
The training module is divided into 9 short sections, with quizzes that must be passed at the end of each. This is a 3 hour course (it did not take me 3 hours). You will be paid for your training once you have printed your certificate and turned it into leadership.

I have completed the modules and here is some info to know:


\*\*\*\*Not all questions are answered in the training slides, so if you are not well versed in the rules, you may need to search for the answers in DHS rules. I have attached a copy of the current Licensure Rules for you to share with staff.

To search in the rules, hit the Ctrl and F key at the same time and a search bar will pop up. Then you can search for the answer.

<https://publications.tnsosfiles.com/rules/1240/1240-04/1240-04-01.20220629.pdf>

\*\*\*\*They try to trick you in their verbiage. Pay close attention to how they are wording the question.

\*\*\*\*If you do not pass with an 80 the first time, a screen will appear and show you what you missed. Learn from what you missed and retake the test. If you fail the test a second time, you will need to email support@prosolutionstraining.com for them to reset the test.

2. The Prosolutions training module is titled : [Head Trauma Shaken Baby Syndrome/Abusive](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
3. The Prosolutions training module is titled : [Before You Begin: New Educator](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
4. The Prosolutions training module is titled : [Sudden Infant Death Syndrome \(SIDS\) and Safety Risks for Infants](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
5. The Prosolutions training module is titled : [Recognizing and Reporting Suspected Child Abuse](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
6. The google form link: [Abusive Head Trauma and Shaken Baby Syndrome Training](#). Complete this google form and see the leadership team to fill out the module completion form.  Forever Shaken

7. The Prosolutions training module is titled : [Responding to Medical Emergencies](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
8. The Prosolutions training module is titled : [Administering Medication in Child Care Settings](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
9. The Prosolutions training module is titled: [Introduction to Early Literacy](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
10. The Prosolutions training module is titled: [ACEs and the Role of Life Experiences in Shaping Brain Development: Building Strong Brains - Tennessee ACEs](#). Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
11. The Prosolutions training module is titled: [TN-ELDS](#): choose which age group you will be working with or the age group you want to learn more about. Complete and print your certificate and email to Mary at [knoxacademy@campbigfish.org](mailto:knoxacademy@campbigfish.org)
12. The google form link: [Employee Safety Training](#). Complete this training and see the leadership team to verify the form is complete.

**Please note that all training hours for new employees are paid after completing 90 days employment.**