

Big Fish Academy/Ooltewah Campus
New Employee Training Hours
Due: Before the first day of employment

1. Set up an account with 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. Please use your personal email to set up an account.
2. Register an account online at <https://www.prosolutionstraining.com/tn>. The Provider ID is 842247538001. Please use your same personal email to set up an account as you did for TNPAL.
3. Once in TNPAL and on the Dashboard, go to profile and under employment tab, add Big Fish Academy LLC 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, under the Certifications/Credentials tab, if applicable.
6. Click Course Catalog in ProSolutions and search for the following courses and register and add to your cart (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.

Click on the training links below and add each one to your cart in ProSolutions.
(PLEASE NOTE: ALL these trainings are free, but you must load them in the cart):
Complete all training modules below and email certificates to Michelle at
office@campbigfish.org

Details:

- The ProSolutions training module is titled : [Licensure Rules and Regulations Training](#)
The training module is divided into 9 short sections, with quizzes that must be passed at the end of each.
- The ProSolutions training module is titled : [Preventing Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment.](#)
- The ProSolutions training module is titled : [Before You Begin: New Educator.](#)
- The ProSolutions training module is titled : [Sudden Infant Death Syndrome \(SIDS\) and Safety Risks for Infants.](#)
- The ProSolutions training module is titled : [Recognizing and Reporting Suspected Child Abuse.](#)