

## **Information and Resources on Ongoing Training Requirements**

Effective July 1, 2015, the new Provider Eligibility Standards under IC12-17.2-3.5 require that all unlicensed providers that receive CCDF funds, including registered ministries that receive CCDF funds, participate in twelve (12) hours of training annually on topics related to the age(s) of children in care.

The level of education and training received by teachers/caregivers is one of the most important indicators of a high quality early childhood program. Research has shown that the education and training of caregivers/teachers is directly related to positive child outcomes including improved child health, safety, social and emotional development and school readiness.

The new law states that unless the provider is a parent, stepparent, guardian, custodian, or other relative to each child in the care of the provider, the individual must receive at least twelve (12) hours of continuing education annually. Training must be approved by the Office of Early Childhood and Out of School Learning (OECOSL) and be related to the age, appropriate educational development, care, and safety of children in care.

### **What does this mean?**

- Providers who are related to each child in care must still take CPR, First Aid, Child Abuse Detection and Prevention;
- Training must be appropriate to the age of the children provider is caring for;
- Training hours will be prorated for the first year based on the effective date of the new laws (July 1) and the month of your inspection. For example, if your inspection is in August each staff member will be required to have one hour of training. If you inspection is in September, each staff member must have two hours, and so on. For year two, each provider must have the full twelve (12) hours by the date of your inspection ;
- Training received within the past 12 months of your inspection will count towards this requirement;
- The training requirements for new staff members will be prorated based on the individuals start date;
- First aid/CPR can be counted in the twelve hours, but tThe same training will not be counted more than once within one year. A duplicate training will not be counted in subsequent years unless the training is designed as a refresher or has been required or recommended by an OECOSL consultant to address observed non-compliances. An example of this is the required First Aid and CPR training and the Safe Sleep Refresher courses; and
- All trainings must be documented.

### **How do you document these trainings?**

- Training is to be documented by Training Certificates-these certificates must include the title and date of the training, the number of clock hours of the training, the trainer's name, organization and qualifications and the content area of the training;
- Trainings may be taken online or through a video. Trainings received in this way must also be documented with a training certificate that includes the information above. If the training organization/trainer does not offer training certificates, the director/owner must document the same information as required on a training certificate (see above) and the person receiving the training must write a summary of what was learned;

- Directors may offer trainings to their staff on subject matter that they are qualified in and must document each training with a training certificate that includes all of the required information; and
- Training certificates must be maintained in each staff person's file. These files must be kept onsite and be made available to the State on request.

The hours of continuing education required may include but is not limited to:

- ✓ OECOSL approved child abuse detection and prevention (this training must be taken within three (3) months of employment or volunteering).
- ✓ Positive classroom management and discipline.
- ✓ Developmentally appropriate practices and curriculum.
- ✓ Child development including the use of appropriate screenings
- ✓ Health, nutrition, sanitation, and safety
- ✓ cardiopulmonary resuscitation (CPR)
- ✓ safe sleeping practices
- ✓ shaken baby syndrome
- ✓ communicable diseases and immunizations
- ✓ supporting children with special needs

Free and low cost training opportunities are available. For a comprehensive list of what is available, go [www.iaccrr.org](http://www.iaccrr.org) and click on "Help with the new CCDF Provider Eligibility Standards". You can also go to [www.iaccrr.org/PES](http://www.iaccrr.org/PES).

For more information on face-to-face training opportunities provided by your local Child Care Resource and Referral (CCR&R) agency, visit <http://www.iaccrr.org/default.cfm?page=face-to-face-training-calendar>.

For information on free online training opportunities, visit IACCRR Training Central at <http://www.iaccrr.org/default.cfm?page=training-central>.

Other free and low cost trainings are available from:

- The federal Administration of Children and Families at <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/development/teacher-time-webinars.html>.
- Penn State Extension through the Better Kid Care Online Learning Program at <http://extension.psu.edu/youth/betterkidcare>. Click on "On Demand Distance Education" to register and access training.
- The Division for Early Childhood. Go to <http://www.dec-sped.org/learningdecks> to access their online Learning Decks.

**If you have additional questions about continuing education, please call the Office of Early Childhood and Out-of-School Learning at 1-877-511-1144.**