

It's hard to believe we are creeping up rapidly on September 1! Just a reminder that **new provider and new staff orientation** requirements go into effect 9/1/2020, so we wanted to get the updated Orientation Flow Charts out to you prior to the 1st. I've Below are from the Covid FAQ's as a reminder to the changes.

The Health & Safety Review 2019-2022 will be accepted through August 31, 2020. Beginning September 1, 2020 staff will be required to complete the following Orientation trainings:

- Child Care Licensing Orientation (This course has been named "New Staff Health & Safety Orientation") (6 hours) – www.childcaretraining.org
 - Note: This 1 course replaces the following trainings: YIKES Disaster Planning: Emergency Preparedness; Child Abuse and Neglect: Mandatory Reporting; Medication Administration in Child Care – Part 1; Prevention and Control of Infectious Diseases & Immunizations; Protecting Children from Harm
- Infant Safety Essentials: Practices including Safe Sleep and Prevention of Shaken Baby Syndrome (2 hours) – www.childcaretraining.org
- Together We Grow (3 hours) – www.childcaretraining.org
- Early Childhood Essentials – in person at a CCR&R
- Program Management Essentials (Directors) - in person at a CCR&R

If you or any providers you are assisting have questions, please contact Child Care Licensing.

Thank you!

(Attached are the revised flow charts.)

NEW Director Orientation & New License/Registration Issue Process

For Family Child Care, Group Child Care, Child Care Center



Application for new programs

Available on-line and as a request from Child Care Licensing (CCL). Child Care Resource and Referral agency will provide information as needed.



Pre-Service Training (PS # issued upon completed application)

- Pre-service requirement
 - Infant, Child, and Adult CPR/First Aid Certification
 - Infant Safety Essentials **
 - Practitioner Registry application submitted



Pre-Inspection (for new license/registration issued)

- Before providing child care
 - Building, fire, sanitation review/inspection
 - Consultation by CCL and completion of paperwork and background checks



Provisional License/Registration issued for new programs
(may provide child care)



Management Training

Completed within 60 days of Provisional License or Role Type Change

- Program Management Essentials for Directors



Health and Safety Required Professional Development

Completed within 90 days of Provisional License or Role Type Change

- New Staff Health & Safety Orientation – 6 hours www.childcaretraining.org
- Together We Grow – 3 hours www.childcaretraining.org
- Early Childhood Essentials – 3 hours *in-person at local CCR&R*



Regular License/Registration issued for new programs, based on full compliance, OR new Director receives approved status.

NEW Early Childhood Teacher Orientation
Includes Lead Teacher, Assistant Teacher, and Substitute Teacher
for Family Child Care, Group Child Care, and Child Care Center



New Employee Paper Work
Pre-Service / before starting in the facility

- Person Information Sheet - submit to licensing
- Release of Information - submit to licensing
- Tdap and MMR documentation - submit to licensing

Once Licensing receives the documentation they will review and if complete, assign a PS#; Background and FBI check will be reviewed.



On-the-Job Facility Overview Training & ECP membership
Completed within 30 days of hire

- Provided by employer (requirements and template provided)
- Employee and Employer must verify completion in writing
- Practitioner Registry Application submitted*



Pre-service Training
To be completed prior to caring for children, or under supervision of a teacher.
Completed within the first 30 days of hire.

- Infant, Child, and Adult CPR/First Aid Certification (submit to ECP)
- Infant Safety Essentials ** - 2 hours www.childcaretraining.org



Health and Safety Required Professional Development
Completed within 90 days of hire

- New Staff Health & Safety Orientation - 6 hours www.childcaretraining.org
- Together We Grow - 3 hours www.childcaretraining.org
- Early Childhood Essentials - 3 hours in-person at local CCR&R

*Substitute and School Age Exception

**School Age Care Exception

09/01/2020