

**1. Why are we being required to take specific training courses?**

Recent federal changes now require providers receiving Care 4 Kids (C4K) to complete a one-time orientation and annual trainings to improve children’s healthy development, safety and school readiness in child care settings for children birth through age twelve.

**2. Who is required to take the one-time online orientation and complete annual training?**

Effective September 30, 2018, all C4K providers, home-based and center-based, are required to complete the provider orientation training and complete annual trainings.

- All program staff that are counted in the OEC licensing ratios must complete the one-time Online Health and Safety Orientation and annual training. Staff not counted in the ratio such as, parent and community volunteers, bus drivers, janitors and cooks will need to meet an orientation requirement set by the individual program. The OEC will provide program guidance in the next few months.
- The Program Administrator of center-based and license-exempt public/private schools and municipalities, who are responsible for the day to day operations of the C4K program, must complete the one-time Online Health and Safety Orientation (either the 5- hour or 18- hour session as described) and annual training.

**3. Provider Training Requirement Chart**

C4K Provider Type	C4K Orientation Requirements	C4K Annual Requirements
Unlicensed Care 4 Kids Relative	Provider Orientation Program (POP)  First Aid and CPR Certificates	Maintaining valid First Aid and CPR Certificates
Licensed Family Child Care	Provider Orientation Program – (POP)  First Aid, CPR, and Medication Administration Certificates  2-hour On-line Health and Safety Orientation Program	18 hours of annual training
Center-Based and Group Home (licensed and exempt) who hold a valid First Aid, CPR and Medication Administration Certificate approved by OEC Division of Licensing	First Aid, CPR, and Medication Administration Certificates  5-hour On-line Health and Safety Orientation Program	Training equal to 1% of annual hours worked
Center-based and Group Home (licensed and exempt) who <u>do not hold</u> First Aid, CPR and Medication Administration Certificates	18 hour On-line Health and Safety Orientation Program	Training equal to 1 % of annual hours worked

**4. Will I have to complete training every year?**

Orientation is a one-time requirement. However, there are annual training requirements to remain a C4K provider. The ongoing annual training will also meet the annual training required for Office of Early Childhood licensed programs.

**5. Can the hours to complete the online Health and Safety Orientation be also used for the annual training?**

Yes. The hours completed for the orientation training will also count for the ongoing professional development requirement for the year in which the orientation is completed.

**6. Are there specific requirements for the annual trainings?**

No. The ongoing annual training should be tailored to each individual's professional needs. In setting professional development goals, staff and administrators can utilize Connecticut's Core Knowledge and Competencies (CKC). <http://www.ct.gov/oec/cwp/view.asp?a=4541&Q=586598&PM=1>  
In the coming months, the OEC will issue a professional development planning tool.

**7. Does completing NAEYC Accreditation count toward orientation or annual professional development hours?**

No. The orientation training topics are specific to provider type. See Provider Training Requirement Chart. The training hours which are completed during the NAEYC Accreditation process could count towards the annual training requirements.

**8. How will the completion of the Online Health and Safety Orientation program be monitored and tracked?**

Upon completion of the Online Health and Safety Orientation, a certificate will be electronically uploaded into the individual's Office of Early Childhood's Professional Registry account. The Office of Early Childhood and Care 4 Kids will monitor compliance.

**9. How much does the Online Health and Safety training cost?**

There is no cost to the provider.

**10. When do I need to complete the one-time Online Health and Safety Orientation requirement?**

The Online Health and Safety Orientation requirement must be completed by September 30, 2018.

**11. Do other health and safety trainings meet the Online Health and Safety Orientation requirements?**

No. The health and safety topics offered are specific to the federal law. The Online Health and Safety Orientation ensure that each required topics area is met.

**12. Are the First Aid, CPR, and Medication Administration courses offered online?**

No. These must be taken in-person.

**13. Does the completion of the online Health and Safety Orientation training transfer to another child care setting if I change jobs?**

Yes. Once an individual completes the Online Health and Safety Orientation, a record of completion will be added to the individual's Office of Early Childhood's Professional Registry account.

## Accessing the Online Health and Safety Orientation Training

**1. How do I access the online Health and Safety Orientation training?**

You need to request an online subscription. Please visit [www.ctcare4kids.com](http://www.ctcare4kids.com) or call 2-1-1 Child Care at 1-800-505-1000 to request your online subscription.

**2. How will I know if my subscription was approved?**

You will receive two emails from ChildCare Education Institute. The first email will have your user name, password and information about validating your email address. The second email will have information about setting up your account. You must validate your email address.

**3. Do I need a new login ID, if I already have an account with ChildCare Education Institute?**

Yes, if you received login credentials prior to February 1, 2017 for online training, you will need to set up a new account.

**4. What information do I need to sign up for the online courses?**

You will need your [Early Childhood Professional Registry Number](#), your program's Early Childhood Professional Registry Number, your program's Care 4 Kids Provider ID Number and your email address.

**5. Do I need to have internet access?**

Yes. You must have access to the internet. Please check with your local library for computer access if you do not have a computer. You may use a desktop computer (Windows, MacOS, Linux). You may use the following internet browsers: Google Chrome, Internet Explorer, Mozilla Firefox, Apple Safari, or Microsoft Edge.

**6. Can I take other courses listed in the Online Course Catalog?**

Yes. We encourage you to take additional courses to increase your knowledge and skills. You may access the full catalog after you satisfy your Orientation Training Health and Safety requirements.

**7. How long do I have to complete the training once I start it?**

You can start and stop the trainings according to your scheduling needs. You can pick up where you left off during your previous session. The entire Online Health and Safety Orientation Training must be completed successfully by September 30, 2018.

**8. How do I know if I successfully completed a course?**

You will be asked a set of questions at the end of the training. You will need a score of 70% or higher in order to pass. You will be able to repeat the course up to 10 times.

**9. Can staff view the online Health and Safety Orientation Training as a group?**

No. The certificate of completion is awarded to the individual.

**10. Who do I contact if I still have questions about the new requirements?**

Call 2-1-1 Child Care at 1-800-505-1000.