



Care 4 Kids Provider Orientation Training & Annual Professional Development

Licensed Exempt Public/Private Schools and Municipalities Providers – New Requirements

Providers are key to the learning experiences of all children in their care and the quality of care is closely tied to the skills and knowledge of providers. All providers who receive a Care 4 Kids subsidy are required to complete an orientation training and ongoing professional development to build their knowledge and skills. The Office of Early Childhood is excited to offer many of these professional development opportunities to Care 4 Kids providers for free or at low-cost through the Quality Recognition and Improvement System (QRIS), Thrive! Effective September 30, 2018, all Care 4 Kids providers (home- and center-based) are required to complete the provider orientation.

Starting October 2018, each Care 4 Kids provider will be checked once a year to confirm they have met the online health and safety orientation, and ongoing professional development requirements.

One-Time Orientation Requirements		Annual Requirement
<p>➤ Online Health and Safety Orientation 5 Hour Training <i>Individuals who hold valid First Aid, CPR, and Medication Administration Certificates approved by OEC Division of Licensing</i> See www.ThriveCT.org/enroll</p>	<p>➤ Online Health and Safety Orientation 18 Hour Training <i>Individuals who <u>do not</u> hold valid First Aid, CPR, and Medication Administration Certificates approved by OEC Division of Licensing</i> See www.ThriveCT.org/enroll</p>	<p>➤ 1% of annual hours worked of professional development/training</p>

Online Health and Safety Orientation

Upon completion of the Online Health and Safety Orientation, a certificate will be added to the individual staff members Office of Early Childhood Professional Registry Account. Compliance will be monitored by the Care 4 Kids Program using the Office of Early Childhood Professional Registry.

Programs will be notified by mail if any staff member has not completed this requirement. The program will then have 30 days to complete this requirement.

Professional Development

Programs will track their individual staff member’s professional development hours on the Individual Professional Development Staff Record, found at www.ct.gov/oec/lib/oec/licensing/childcare/g_c_professionaldev.pdf. The Care 4 Kids Program will determine that all staff members have met the required hours of professional development. If additional information is needed, Care 4 Kids will mail the program a letter.

The Care 4 Kids Program will notify the program by mail if this requirement is not met. Programs must meet this requirement by the next annual review.