

## Frequently Asked Questions

### Care 4 Kids’ Health and Safety Orientation AND Annual Training Requirements

#### Section I: Care 4 Kids’ Health and Safety Orientation Requirements

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

Connecticut’s Care 4 Kids (C4K) Program is supported by the Federal Child Care Development Block Grant funds. A requirement of the grant is that all providers who receive C4K complete a one-time health and safety orientation, and ongoing professional development. The goal of the training requirement is to improve children’s healthy development, safety, and school readiness in childcare settings for children birth through age twelve.

**2. Who is required to complete the Care 4 Kids’ Health and Safety Orientation?**

- All C4K providers including home-based, licensed center, licensed group home, and license-exempt public schools and municipalities are required to complete the **Care 4 Kid’s Health and Safety Orientation**.
- The director\* (leader) and all teaching staff counted in the Office of Early Childhood’s (OEC) licensing ratios must complete the **Care 4 Kids’ Health and Safety Orientation** within 90 days of employment. Staff not counted in the ratio, such as parent and community volunteers, bus drivers, janitors and cooks must meet an orientation requirement set by each individual program.
- All assistants and substitutes working in licensed family childcare homes must complete the **Care 4 Kids’ Health and Safety Orientation**, and other Training requirements.

\*The director of a licensed center-based or license-exempt public/private schools and municipalities “...means a person who has primary responsibility for the daily operations and management for a child care provider, which may include a family child care provider, and which may serve children from birth – kindergarten entry and children in school age child care...” (Child Care Development Block Grant Act of 2014, pub. L. 113-186 § 98.2).

**3. How many training hours do I need to complete?**

Provider Type	Orientation Requirements	Annual Training Requirements
Unlicensed Care 4 Kids Relative	<ul style="list-style-type: none"> <li>• Provider Orientation Program- Preservice (POP)</li> </ul>	Not Required
Licensed Family Child Care	<ul style="list-style-type: none"> <li>• Provider Orientation Program - Preservice (POP)</li> <li>• First Aid, CPR, and Medication Administration Certification –</li> <li>• <i>2 hour online-Care 4 Kids’ Health and Safety Orientation</i></li> </ul>	18 hours of annual professional development including at least one training on a health and safety topic area as defined in the Federal Child Care Development Block Grant**

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<p>Center-based and Group Home staff that hold a valid First Aid, CPR and Medication Administration Certificate approved by OEC's Division of Licensing</p>	<ul style="list-style-type: none"> <li>• First Aid, CPR, and Medication Administration Certification</li> <li>• <b>5 hour online-Care 4 Kids' Health and Safety Orientation</b></li> </ul>	<p>1% of annual hours worked of professional development/training including at least one training on a health and safety topic area as defined in the Federal Child Care Development Block Grant law**</p>
<p>Center-based and Group Home Staff that <u>do not hold a valid</u> First Aid, CPR and Medication Administration Certificates</p>	<p>18 hour online-<b>Care 4 Kids' Health and Safety Orientation</b></p>	<p>1% of annual hours worked of professional development/training including at least one training on a health and safety topic area as defined in the Federal Child Care Development Block Grant**</p>
<p>License-Exempt Public/ Private Schools and Municipalities Staff that hold a valid First Aid, CPR and Medication Administration Certificate approved by OEC's Division of Licensing</p>	<ul style="list-style-type: none"> <li>• OEC approved First Aid, CPR, and Medication Administration Certification</li> <li>• <b>5 hour online -Care 4 Kids' Health and Safety Orientation.</b></li> </ul>	<p>1% of annual hours worked of professional development/training including at least one training on a health and safety topic area as defined in the Federal Child Care Development Block Grant**</p>
<p>License -Exempt Public/ Private Schools and Municipalities Staff that <u>do not</u> hold a valid First Aid, CPR and Medication Administration Certificates</p>	<p>18 hour online-<b>Care 4 Kids' Health and Safety Orientation</b></p>	<p>1% of annual hours worked of professional development/training including at least one training on a health and safety topic area as defined in the Federal Child Care Development Block Grant**</p>

\*\* The health and safety topic areas defined in the Federal Child Care Development Block Grant include:

1. Prevention and control of infectious diseases (including immunization)
2. Building and physical premises safety
3. Emergency preparedness and response planning
4. Storage of hazardous materials and bio-contaminants
5. Recognition and reporting of child abuse and neglect
6. Child development
7. SIDS and use of safe sleep practices
8. Prevention of shaken baby syndrome and abusive head trauma
9. Nutrition
10. Prevention/response to food allergies
11. Administration of medication
12. First-aid and CPR
13. Precautions in transporting children (if applicable)

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**4. How do I know if I need the Care 4 Kids' 2-, 5-, or 18- hour online Health and Safety Orientation?**

Please refer to the table above. You can access all of **Care 4 Kids' Health and Safety Orientations** at any time – you do not need to have first aid, CPR and medication administration completed prior to taking the Orientation Training.

**5. Will I have to complete Care 4 Kids' Health and Safety Orientation every year?**

No. This is a one-time requirement. However, there are ongoing annual training requirements. Refer to the table above for annual training requirements.

**6. Do other health and safety trainings meet the orientation requirements?**

No. **Care 4 Kids' Health and Safety Orientation** contains all required topics specified in the federal law. The Care4Kids designated health and safety training available through the Registry ensures that each topic area is met.

**7. When do I need to have the Care 4 Kids' Health and Safety Orientation completed?**

**Care 4 Kids' Health and Safety Orientation** requirements must be completed within 90 days of becoming a Care 4 Kids provider for licensed home-based providers, or within 90 days of hire for all other settings.

**8. How long do I have to complete the Care 4 Kids' Health and Safety Orientation 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 training must be completed within 90 days of your employment start date.

**9. How do I access Care 4 Kids' Health and Safety Orientation?**

You can access the training directly after you log into your OEC Registry account using the Online Training tab on the left menu. Please go to [www.ccacregistry.org](http://www.ccacregistry.org) for more information.

**10. 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.

- The Care4Kids health and safety trainings via your Registry account (Childcare Education Institute CCEI training) work with the following internet browsers: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge.

**11. Do I need a new login ID if I already have an account with CCEI?**

No, if you already have a CCEI account, your **Care 4 Kids' Health and Safety Orientation** will be added to your existing account. Please ONLY access the training from your OEC Registry account.

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

Go to [www.ccacregistry.org](http://www.ccacregistry.org) for more information about creating your free account if you do not already have one and access the training within it. If you already have an OEC Registry account (formerly Charts-A-Course) do NOT make a new account! Please note: The OEC Registry requires your date of birth and social security number in order to match to the background check. Security is extremely important. Please do not share your logon information!

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### **13. How much does the training cost?**

The training is free. The OEC pays for your online training subscription which includes unlimited annual access.

### **14. How do I know if I successfully completed the Care 4 Kids' Health and Safety Orientation?**

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. If you do not achieve a score of 70% or higher, you will be given additional opportunities to retake the exam. The completion will then be automatically recorded in your OEC Registry account. Please do NOT submit your certificates to the Registry!

### **15. What if I completed the training but do not see it on my Registry Education and Training Report?**

First, make sure you have logged in to your OEC Registry account and opened the Online Training. The training record is updated nightly, check the Registry the next day if record is not available. If you do not see the completion in your OEC Registry Education and Training Report, contact the OEC Registry for help at 1-800-832-7784.

### **16. How will the completion of the Care 4 Kids' Health and Safety Orientation program be monitored and tracked?**

Once you finish the **Care 4 Kids' Health and Safety Orientation**, the completion will be electronically uploaded into your individual OEC Registry account. If you are an individual, you can see on your profile if you meet the **Care 4 Kids' Health and Safety Orientation**. If you are a program leader with Administrative Access to your program's OEC Registry program account, you can check the OEC Health and Safety Orientation Report. This shows the program's standing for that point in time. Any new staff will also need to meet the requirements (within 90 days). Your program must meet AND maintain compliance.

### **17. Does the completion of Care 4 Kids' Health and Safety Orientation transfer to another employer if I change jobs?**

Yes. Once an individual completes the **Care 4 Kids' Health and Safety Orientation**, a record of completion will be uploaded to the individual's OEC Registry account ([www.ccacregistry.org](http://www.ccacregistry.org)). Please do NOT send copies of completion certificates to the Registry. If you change employment, the orientation completion will show for your new employer.

## **Section II: Annual Care 4 Kids' training requirements**

### **1. What are the annual Care 4 Kids' training requirements?**

All providers (family, center, group home, license-exempt public school, and municipalities) are required to:

- Complete annual training hours which include one health and safety topic area defined in the Federal Child Care Development Block Grant (See page 2 above).
- Each program must designate a program leader in the Registry and attest to meeting the annual professional development hours each year.
- The program leader must complete a training log specific to the federal content.

See the OEC Registry ([www.ccacregistry.org](http://www.ccacregistry.org)) for more detail.

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### **2. Do program staff have to take an approved health and safety training for the annual training requirement?**

No. Programs can select appropriate training courses to meet this requirement. Once those trainings are completed, the certificates of completion can be uploaded to the OEC Registry as Unverified Training if the training was not done through the Registry. Training through the Registry is automatically recorded (do not upload CCEI certificates). The OEC Registry staff will not be verifying each of these trainings, but the OEC will access the record of them to randomly audit Care 4 Kids ongoing training compliance. See the OEC Registry website for more detail on uploading documents.

### **3. How do I confirm that my program has completed the annual Care 4 Kids annual training hours?**

First, the program administrator will make an attestation in the OEC Professional Registry.

Then, the program administrator will complete the Health and Safety Training Log to indicate how the program is meeting the ongoing training in the federal topic areas. See additional instruction for completing the attestation and training log: [Care4KidsInstructionsforProgramAdministrators.pdf \(ccacregistry.org\)](#)

### **4. Where can I access additional professional development trainings to meet the annual training requirement?**

- Childcare Education Institute (CCEI) offers additional online trainings all providers can access for free
- Family Child Care providers can join a local Staffed Family Child Care Networks to access local professional development. To find a local network see: [Staffed Family Child Care Networks \(SFCCN\) - Connecticut Office of Early Childhood \(ctoec.org\)](#)
- Licensed child care centers, group homes and license-exempt child care programs can find additional training support by connecting to the OEC Accreditation Quality Improvement Support (AQIS). [Accreditation Quality Improvement Support \(AQIS\) - Connecticut Office of Early Childhood \(ctoec.org\)](#)

### **5. What do I do if I need First Aid, CPR or Medication Administration Certification?**

First Aid, CPR and Medication Administration trainings are offered for free to licensed family child care providers. Visit [Thrivect.org](#) for a list of current trainings being offered.

### **6. How do I find First Aid, CPR or Medication Administration certification trainings?**

The OEC's Licensing Division approves all First Aid / CPR courses. The links to approved course lists are below:

- OEC approved CPR courses: [Approved-CPR-Courses.pdf \(ctoec.org\)](#)
- OEC approved First Aid courses: [APPROVED FIRTAID COURSES for Child Day Care March 2007 TOWN PROGRAM APPROVED COURSE NAME CONTACT PHONE/WEB \(ctoec.org\)](#)
- All Medication Administration training must meet OEC's Licensing Regulations. For questions, contact OEC Licensing Division at 860-500-4450.

It is important to be sure the course you complete is approved by the OEC. Once you have completed a training you will need to submit your certificates to the OEC Registry. Refer to the OEC Registry for details on how to submit. <https://www.ccacregistry.org/>

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**7. Can the First Aid, CPR, and Medication Administration class be taken online?**

Certification classes must have a hands-on demonstration. 100% online courses are not allowed.

**8. How do I show that I took First Aid, CPR or Medication Administration outside of Thrive!**

**<https://www.thrivect.org/>**

Please upload your First Aid, CPR and Medication Administration completion certificates to your OEC Registry account. Refer to the OEC Registry for details on how to submit documentation.

**<https://www.ccacregistry.org/>**

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

Yes. We encourage you to take additional courses listed to increase your knowledge and skills, and to meet the ongoing annual professional development requirement. You have unlimited access the full training catalog.

**10. What if I am the program administrator with multiple staff attending a health certification training?**

Admin / MSA access Registry users are strongly encouraged to use the OEC Registry's [Multiple Attendee Training Submission Form](#) so that you do not have to send each certificate separately.

**11. Who do I contact if I still have questions about the Care 4 Kids' Orientation and Training requirements?**

Contact [Thrive@ctunitedway.org/](mailto:Thrive@ctunitedway.org/) or call 2-1-1 Child Care at 1-800-832-7784

**12. Who do I contact if I have questions about the OEC Registry?**

Visit <https://www.ccacregistry.org/> or call the OEC Registry at 1-800-832-7784.