

# Provider Federal Health and Safety Orientation Training and Annual Professional Development Requirements

For

## Licensed-Exempt Public/Private Schools and Municipalities

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. A designated Care 4 Kids director/leader and all teaching staff must hold OEC Registry accounts and complete the steps outlined on the landing page for Care4Kids compliance.

### One Time Orientation Requirements

- ✓ **Care 4 Kids' Federal Online Health and Safety Orientation – Partial required topics**– OEC licensing approved **pediatric** [first aid](#), [CPR](#), and [medication administration](#) certification. Must be completed by staff members within 90 days of hire. See [www.ccacregistry.org](http://www.ccacregistry.org).
- ✓ **Care 4 Kids' Federal Online Health and Safety Orientation – All required topics**– This training is for individuals who **do not** hold a valid First Aid, CPR and Medication Administration Certificate. Must be completed by staff members within 90 days of hire. See [www.ccacregistry.org](http://www.ccacregistry.org).

### Ongoing Requirements

- ✓ **1% of Annual Hours Worked of Professional Development/Training** – Must include at least one training on a health and safety topic. See <https://childcareta.acf.hhs.gov/ccdf-fundamentals/health-and-safety-requirements> for complete list of topic areas.

### Additional Information

- Once the **Care 4 Kids' Federal Online Health and Safety Orientation** is completed, the completion is recorded in the staff member's account and the staff member will show as compliant on the program's OEC Health and Safety Orientation Report.
- If a staff member does not complete the Online Health and Safety Orientation, a letter of **non-compliance** will be sent to the program from Care 4 Kids. The program will then have 30 days to complete this requirement.
- A program administrator will need to track all of the annual professional development hours in the Professional Registry, on the Individual Professional Development Staff Record. This form can be found at [https://www.ctoec.org/wp-content/uploads/2019/02/g\\_c\\_professionaldev.pdf](https://www.ctoec.org/wp-content/uploads/2019/02/g_c_professionaldev.pdf). The Office of Early Childhood staff will determine whether the annual professional development requirements have been met. You will then need to complete this requirement at your next annual review.

For additional information on the Orientation and Annual Health and Safety C4K requirements please review the Frequently Asked Question (FAQ) document posted at: <https://www.ctcare4kids.com/programs-administered-by-schools-or-municipalities/>

**Each Care 4 Kids provider will be checked annually to confirm staff members have met the online health and safety orientation, and ongoing professional development requirements. Note: programs are to consistently maintain compliance with the orientation and annual training requirements. For more information, please visit the Care 4 Kids website at [www.ctcare4kids.com](http://www.ctcare4kids.com).**