



Provider Orientation Training and Annual Professional Development Requirements

For

Licensed-Exempt Public/Private Schools and Municipalities Enrolled After July 1, 2021

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, as well as their staff members, are required to complete orientation training and ongoing professional development to build their knowledge and skills.

One Time Orientation Requirements

- ✓ **5-Hour Online Health and Safety Orientation** – This training is only for individuals who 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.
- ✓ **18-Hour Online Health and Safety Orientation** – 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.

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>.

Additional Information

- Once the **5- or 18-Hour Online Health and Safety Orientation** is completed, a certificate will be added to the individual staff member's Office of Early Childhood Professional Registry Account. The Care 4 Kids Program will then know the staff member has met this requirement
- 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 on the Individual Professional Development Staff Record. This form can be found at [Care4KidsInstructionsforProgramAdministrators.pdf \(ccacregistry.org\)](http://www.ccacregistry.org). 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/licensedfamilychildcareproviders/>

Each Care 4 Kids provider will be checked frequently to confirm staff members have met the online health and safety orientation, and ongoing professional development requirements.