



# Provider Orientation Training and Annual Professional Development Requirements

For

## Licensed Center/Group Home Providers

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 existing providers who receive a Care 4 Kids subsidy, as well as their staff members, are required to complete orientation training and ongoing professional development by September 30, 2021 to remain an eligible Care 4 Kids Provider. Newly hired staff must complete the One Time Orientation requirements within 90 days of their employment start date.**

### 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. See [www.ccacregistry.org](http://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. 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>.

### 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 received 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). 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.**