



Provider Orientation Training and Annual Professional Development Requirements

For

Licensed Family Child Care 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 providers who receive a Care 4 Kids subsidy are required to complete orientation training and ongoing professional development by September 30, 2021 to remain an eligible Care 4 Kids Provider.**

One Time Orientation Requirements

- ✓ **Provider Orientation Program** – This is a 3.5-hour training. See: resources.211childcare.org/provider-resources/training-pd/provider-orientation-registration
- ✓ **2-Hour Online Health and Safety Orientation Program** See www.ccacregistry.org
- ✓ **First Aid, CPR, and Medication Administration Certificates.** See <https://www.thrivect.org/enroll/in-person-training/>

Ongoing Requirements

- ✓ **18 hours of annual professional development. Must include at least one training on health and safety topic.**

Additional Information

- Once you complete the **2 Hour Online Health and Safety Orientation**, a certificate will be added to your Office of Early Childhood Professional Registry Account. The Care 4 Kids Program will then know that you have met this requirement
- If you do not complete the Online Health and Safety Orientation, you will receive a letter of **non-compliance** from Care 4 Kids. You will then have 30 days to complete this requirement.
- You will need to track all of your annual professional development hours on the Individual Professional Development Staff Record. You can find this form at [Care4KidsInstructionsforProgramAdministrators.pdf \(ccacregistry.org\)](#). The Office of Early Childhood staff will determine whether or not you have met the annual professional development requirements. If it is determined you are not in compliance, you will receive a letter of **non-compliance** from Care 4 Kids. You will then need to complete this requirement within 30 days.

For additional information on the Orientation and Annual Health and Safety Care 4 Kids 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 they have met the online health and safety orientation, and ongoing professional development requirements.