



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

Licensed Family Child Care Providers Enrolled

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 to build their knowledge and skills.

One Time Orientation Requirements for Family Child Care Owner

- ✓ **Provider Orientation Program – Preservice (POP)** -This 3.5-hour training must be completed prior to becoming an eligible Care 4 Kids provider. See: resources.211childcare.org/provider-resources/training-pd/provider-orientation-registration
- ✓ **Care 4 Kids’ Federal Online Health and Safety Orientation - Family Child Care Owners** -Must be completed within 90 days of becoming a Care 4 Kids Provider. See www.ccacregistry.org
- ✓ **First Aid, CPR, and Medication Administration Certificates** - See <https://www.thrivect.org/enroll/in-person-training/>

One Time Orientation Requirements for Teacher Assistants and Substitutes

- ✓ **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.

Ongoing Requirements for Family Child Care Owners and staff

- ✓ **10 hours of annual professional development**

Additional Information

- Once you complete the **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 or your staff 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 you and your staff’s annual professional development hours, in the Professional Registry, 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. You will then need to complete this requirement annually.



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 annually to confirm they 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