



Office of Early Childhood & Out-of-School Learning

Health and Safety Orientation Training: Frequently Asked Questions (FAQ)

1. Who does this requirement apply to?

Documentation of Health and Safety Orientation Training is required for all eligible CCDF providers. This includes:

- ❖ All licensed centers
- ❖ All licensed homes
- ❖ All unlicensed registered ministries certified for CCDF, and
- ❖ All legally licensed exempt providers

2. Does this requirement apply to all staff members?

Documentation of Health and Safety Orientation Training is required for all caregivers including teachers, directors in licensed centers, child care home licensees, volunteer caregivers, and anyone else included in child staff ratio.

3. What is the deadline for meeting this requirement?

- ❖ Documentation of Health and Safety Orientation Training is required for current providers and their staff by September 30, 2016.
- ❖ After September 30, 2016, training is required prior to employment or within 3 months of caring for children.

4. What trainings are approved to meet this requirement?

- ❖ A list of approved trainings can be found at <http://www.in.gov/fssa/carefinder>. The list will be updated as additional trainings are approved.
- ❖ An online training option is available to you at no cost through Training Central. *Indiana's Introduction to the Child Care Profession* is a 4-module series designed to help you meet the Health and Safety Orientation Training requirement. **You are not required to take these modules to meet the Health and Safety Orientation Training requirement.**
- ❖ If you need help with the Health and Safety Orientation Training requirement, please contact your local Child Care Resource and Referral Agency or your Paths to QUALITY™ coach.



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5. Can trainings I have already taken be used to meet this requirement? Is there a limit on how long ago the training was taken?

Prior training may be approved if there is adequate documentation of the training. There is no limit on how long ago the training was taken. Please follow the following steps to find out if the training(s) you have taken will meet the topic requirement(s):

1. Refer to the Health and Safety Training Approved Options List available at <http://www.in.gov/fssa/carefinder>
2. If the training you have taken is not on this list, please contact your local Child Care Resource and Referral Agency for assistance. You will need to submit a copy of your transcript or training certificate, and the training's content/subject and objectives, the date of the training, name and credentials of the trainer/or the training organization, the type of training, and the number of clock hours of training in the required topic area.

6. Can I use my CDA to meet this requirement? Does the CDA have to be current?

Your CDA can be used to meet 6 of the 11 training topic areas and does not have to be current. Individuals with a CDA are required to document training in the remaining topic areas:

- ❖ Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a) (1) OF THE Robert T. Stafford Disaster Relief and Emergency Assistance Act
- ❖ Appropriate precautions in transporting children (if applicable)
- ❖ Prevention of sudden infant death syndrome and use of safe sleeping practices (if applicable)
- ❖ Recognition and reporting of child abuse and neglect; Prevention of shaken baby syndrome and abusive head trauma
- ❖ First Aid and CPR overview

7. Do public schools have to meet this requirement?

Yes, public schools operating as legally licensed exempt providers must meet the Health and Safety Orientation Training requirements.



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8. I am an unlicensed registered child care ministry but I am not currently eligible for CCDF. Am I required to document this training? Will training be required if I decide to become eligible for CCDF?

Health and Safety Orientation Training is not required for registered ministries who are not currently certified for CCDF, but it is recommended. However, documentation of Health and Safety Orientation training would be required prior to obtaining CCDF certification.

9. What documentation is required for Health and Safety Orientation Training?

Documentation of Health and Safety Orientation Training must be in the form of training certificate(s) or a college transcript from an accredited college or university. Training certificates must include the following information:

- Date of training
- Name and credentials of the trainer/or the training organization
- Content/subject of the training
- Type of training
- Number of clock hours of training in topic/content area

10. Can I use my college degree to meet this requirement? What about college courses if I don't have my degree?

Individuals who have earned a degree, certificate, credential, or completed higher education coursework may meet one or more of the topic area requirement(s) for the Health and Safety Orientation Training. A list of approved training options includes approved degrees and college courses. This list can be found at <http://www.in.gov/fssa/carefinder>. If you have questions please contact your local Child Care Resource and Referral or Paths to QUALITY coach.



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11. The Safe Sleep topic area says in parenthesis (if applicable). What does this mean?

Legally licensed exempt providers who only serve school-age children or who are providing preschool only under the latchkey or preschool licensing exemptions are not required to have training for the following topic area: Prevention of Sudden Infant Death Syndrome and Use of Safe Sleeping Practices. If you are a licensed center and you have questions about this requirement, please contact your licensing consultant.

12. The Transportation topic area says in parenthesis (if applicable). What does this mean?

Only providers who provide transportation are required to take training in the following topic area: Appropriate Precautions in Transporting Children.

13. Is CPR and first aid certification approved to meet this requirement?

Yes. Current CPR and First Aid certification will meet the requirement for the following topic area: First Aid and CPR Overview.

14. I have been providing health and safety orientation trainings for my staff. Can these trainings be approved to meet this requirement?

If you have equivalent training that you think will meet the required topic areas, you can contact your CCR&R for assistance and submit a copy of your training agenda with the training's content/subject and objectives, the date of the training, name and credentials of the trainer/or the training organization, the type of training, and the number of clock hours of training in each required topic area.

15. How will compliance be monitored?

OECOSL staff will begin checking for compliance with the health and safety training requirements beginning 10/1/16 during inspections. If a non-compliance is cited, the provider will need to submit a written plan to their OECOSL consultant or PES inspector on how the provider will correct the insufficiency and come into compliance with the training requirement. If a provider is not in compliance, it may affect the status of their license, registration, or CCDF eligibility.