

Certified Center Directors, Head Teachers, Teachers

General Requirements	New Employee Orientation	Safety Set Training	Professional Development Training	
15 clock hours per year	Within first 2 weeks of employment	<p>Recognizing and Reporting Child Abuse and Neglect (RRCAN) Within first 90 days of employment. May be repeated and included in required 15 hours (not child development) once every 3 years.</p>	Child Development	Non-Child Development
<p>Training for those who have been employed for less than a full year will be pro-rated at 1.25 clock hours for each month employed during the licensing period.</p>	<p>Must include training on individual responsibilities in case of an emergency, illness, or injury, required center policies, and procedures for reporting suspected child abuse.</p>	<p>Infant/Child CPR & First Aid Must be completed within first 90 days of employment. Must include hands - on practice. Certification must be kept current. After first year of employment, 5 hours of CPR/First Aid OR Food Handler's training can be included in required 15 hours (not child development).</p>	<p>At least 8 hours of the required 15 must link to one or more of the following Core Knowledge Categories:</p> <ul style="list-style-type: none"> ●DIV ●SN ●FCS ●HSN ●HGD ●LEC ●OA ●UGB 	<p>Safety Set Training and any training in the Core Knowledge Categories, Personal & Professional Leadership Development (PPLD), or Program Management (PM).</p>
		<p>Food Handler's Card Within first 30 days of employment for people who are involved in food preparation and serving. Certification must be kept current.</p>		
		<p>Introduction to Child Care Health and Safety Within first 30 days of employment. Does not expire.</p>		
<p>Set 2 and Set 3 training may be repeated and counted toward the required 15 hours one additional time, but not within the same license period.</p>		<p>During first year of employment, up to 2 hours of New Employee Orientation and the employee's most recent Safety Set Training can be included in the required 15 hours.</p> <p><i>Safety Set training will not be included in required 8 hours of child development.</i></p>	<p>Safety Set Training is excluded.</p>	

		All current (as of September 30, 2016) caregivers and substitutes employed in a Certified Child Care Center must complete the free online “Introduction to Child Care Health and Safety” training by 6/30/17.		
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Additional Information

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Aides 1 and 2	<p>An Aide 2 must have worked at the center for at least 6 months (4 months in programs that serve only school-age children) and must hold a current infant/child CPR and first aid certification. Employees who are designated as Aide 1 or Aide 2 are not required to participate in annual training, except as needed to maintain current Infant/Child CPR and First Aid certification and Food Handler’s card (if applicable).</p> <p>Staff designated as Aide 2 must receive training on policies and procedures appropriate to tasks assigned before she or he is allowed to be alone with children for even brief periods of time.</p>