

## Certified Family Provider, Assistant II, and Substitute Providers

(and Volunteers who function as a Substitute Provider or Assistant II and work at least 20 hours in a calendar year)

General Requirements	New Employee Orientation	Safety Set Training	Professional Development Training		
15 clock hours per year	Within first 2 weeks of employment	<p><b>Recognizing and Reporting Child Abuse and Neglect (RRCAN)</b>                      Within first 90 days of employment. May be repeated and included in required 15 hours (not child development) once every 3 years.</p>	<b>Child Development</b>	<b>Non-Child Development</b>	
<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>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>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><b>Infant/Child CPR &amp; First Aid</b>                      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"> <li>●DIV</li> <li>●SN</li> <li>●FCS</li> <li>●HSN</li> <li>●HGD</li> <li>●LEC</li> <li>●OA</li> <li>●UGB</li> </ul>	<p>Safety Set Training and any training in the Core Knowledge Categories, Personal &amp; Professional Leadership Development (PPLD), or Program Management (PM).</p>	
		<p><b>Food Handler's Card</b>                      Within first 30 days of employment for people who are involved in food preparation and serving. Certification must be kept current.</p>			
		<p><b>Introduction to Child Care Health and Safety</b>                      Within first 30 days of employment. Does not expire.</p>			<p>Safety Set Training is excluded.</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>			

		All current (as of September 30, 2016) caregivers and substitutes employed in a Certified Family child care program must complete the free online "Introduction to Child Care Health and Safety" training by 6/30/17.		
--	--	---	--	--

<b>Additional Information</b>	
<b>Assistants</b>	<p>An Assistant 1 may not be promoted to Assistant 2 until she or he has worked in the program for at least 60 hours (in at least 3 to 4 hour blocks of time) and holds a current Infant/Child CPR and first aid certification. Once she or he becomes an Assistant 2, 15 hours of professional development training will be required. This training requirement will be prorated at 1.25 hours per month if the promotion occurs mid-year. Employees who are designated as Assistant 1 are not required to participate in annual training.</p> <p style="text-align: right;"><i>See Rules for Certified Family Programs, Page 18</i></p>