



**ANNOUNCEMENT: C-16-01**  
**OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING**  
**BUREAU OF CERTIFICATION**

ISSUE DATE: July 1, 2016  
EFFECTIVE DATE: July 1, 2016  
SUNSET DATE: Ongoing

<b>SUBJECT:</b>	<b>Meeting New Health and Safety Training Requirements for Child Care as Required by the Federal Government</b>
<b>TO:</b>	<b>Child Care Operators and Employees The Pennsylvania Key The Regional Keys Office of Child Development and Early Learning Staff</b>
<b>FROM:</b>	<b>Michelle Figlar Deputy Secretary, Office of Child Development &amp; Early Learning</b> <i>mf</i>

**PURPOSE:**

The purposes of this announcement are to:

- To introduce the mandated Federal training requirements in health and safety that child care providers must complete. See Attachment 1.
- To advise providers that, beginning July 1, 2016, nine topics of the Federal training requirements will be available in one six-hour, online course available at: <http://extension.psu.edu/youth/betterkidcare/on-demand> or be taken in-person by contacting the Regional Key. The name of the course is: **Health and Safety Basics: Requirements for Certification**. The six-hour module is free of charge and includes up-to-date medically-approved content regarding children's health and safety.
- To advise that the Federal training topics not included on the six-hour module must be taken separately.
- To inform providers that taking the **Health and Safety Basics** module will count toward the mandatory six-hour annual professional development requirement as stated in §§ 3270.31(e), 3280.31(e) and 3290.31(f).
- To advise providers how to determine whether some or all of the health and safety training already taken by staff persons since September 30, 2014 may meet the Federal training requirements.
- To advise providers that all staff persons should meet the Federal training requirements by September 30, 2017.

**BACKGROUND:**

The Federal Administration of Children and Families issued The Child Care and Development Block Grant (CCDBG) requirements for states to implement with child care providers by September 30, 2016. Part of those requirements included specific training topics that must be taken by all child care staff in certified facilities. The 10 Federal training topics are all related to the health and safety of children in care. The Federal training topics are very similar to the acceptable training topics as stated in the current certification regulations in §§ 3270.31(e)(2), 3280.31(e)(2) and 3290.31(f)(2) which also are related to the health and safety of children in care.

The Office of Child Development and Early Learning (OCDEL) is in the process of revising the existing regulations in §§ 3270, 3280 and 3290 to further clarify that all child care staff must take the Federal training topics in addition to, or as a part of, the annual requirement for training as specified in §§ 3270.31(e), 3280.31(e) and 3290.31(f).

### **DISCUSSION:**

OCDEL recognizes that meeting the Federal training topic requirements will require certified providers to plan carefully to assure that all staff persons meet the Federal mandate, as well as state certification requirements that each staff person obtains six hours of training annually.

OCDEL recognizes also that child care providers must have internal tracking systems to document that the current staff persons have completed the Federal training topics as well as completing the annual six-hour training requirement as per the current regulations.

Of the 10 Federal training topics, nine are included in the six-hour module that is available online or in-person. The 10<sup>th</sup> topic, Cardiopulmonary Resuscitation (CPR) training / First-Aid training, cannot be offered online and must be taken in-person.

For the CPR training, the provider must assure that there is a minimum of one staff person available at all times who has been trained in CPR.

For the First-Aid training, there is already a requirement in §§ 3270.31(e)(4)(i), 3280.(e)(4)(i) and 3290.31.(f)(4)(i) that an appropriate staff person complete First-Aid training.

Providers can assure that staff meet the new Federal requirements by:

- Taking the six-hour module with the nine topics that is now available from Better Kid Care at <http://extension.psu.edu/youth/betterkidcare/on-demand> or in-person training provided by the Regional Key; or
- Assessing the training topics that staff has taken since September 30, 2014 to determine if the course the staff person already completed is equivalent to one or more of the nine topics; and
- Assuring that appropriate staff persons are trained in CPR and First-Aid.

### **Six-hour training Module**

The Bureau of Certification and the Bureau of Early Learning Services of the Office of Child Development and Early Learning (OCDEL) have directed the development of the six-hour training modules, which cover nine topics.

- These modules are now available for new child care providers as a part of their orientation to become a certified child care provider.
- These modules are also available now for existing child care staff to take to meet the six-hour annual training requirement as prescribed for topics under "training topics" in §§ 3270.31(e)(2) 3280.31(e)(2) and 3290.31(f)(2).

The online modules of the nine topics are available at:

<http://extension.psu.edu/youth/betterkidcare/on-demand>. The title is: ***Health and Safety Basics: Requirements for Certification***

The in-person training for the nine topics consists of two three-hour training sessions and is available by scheduling the training with the Regional Key. The title is: ***Health and Safety Basics: Requirements for Certification***. See Attachment 2 (Regional Key map.)

This training is **free of charge** to all child care staff. Once the staff person has completed the training, the person will receive a certificate of completion that serves as documentation that the staff person has taken the training.

By having the current child care staff persons take the nine topics in the six-hour modules and assuring that the CPR and First-Aid training is documented as complete:

- Providers will have opportunities to revise and/or restructure their documentation systems to show that staff have met the Federal requirements; and
- Providers can better schedule staff to take the federally-mandated training that also meets the annual six-hour requirement for in §§ 3270.31(e)(2), 3280.31(e)(2) and 3290.31(f)(2).
- Providers can determine which staff persons must be trained in CPR and First-Aid.

### **Assessing training topics already taken by staff**

OCDEL is also aware that within the past two years many child care staff persons have taken or are in the process of taking training sessions that include the content of the material in the Federal training topics listed in Attachment 1. If staff persons have taken equivalent courses covering some or all of Federal training topics since September 30, 2014, those sessions can count towards meeting the Federal requirement. In order for child care providers to be able to use the courses taken by any staff person since September 30, 2014 which may meet the Federal requirement, child care providers must provide documentation for the Bureau of Certification to evaluate. There are two ways that the child care provider can document that the staff person has already taken some or all of the Federal training topics:

- If the staff person has used the Professional Development (PD) Registry, the child care provider can access the PD Registry and obtain the information about each staff person's history of taking any training that corresponds to the Federal training topics. The child care providers can then record the training topic for each staff person on the form in Attachment 3. The child care providers can access the information provided by the PA Key at [www.pakeys.org](http://www.pakeys.org) to see which courses are equivalent to the Federal training topics. The child care providers can then determine what additional training each staff person needs to meet all of the Federal requirements
- If the staff person has not used the PD Registry but has taken courses which include the Federal training topics, the child care provider must provide separate and detailed documentation that the content of the course meets the Federal training topics. The child care provider shall place the documentation in the staff person's file.

### **Bureau of Certification Review**

Starting September 30, 2016, the certification representative will, at the annual renewal inspection, review any documentation that the child care provider has regarding each staff person's progress in taking the Federal training topics. If the child care provider does not have documentation for each staff person, then the certification representative will have a discussion with the operator regarding the plans that the operator has for existing staff to meet the Federal training topics requirement by September 30, 2017. The intent of the discussion is to assure that the child care provider has a process in place to meet the Federal requirements and to direct the operator to any resources available regarding the Federal training topics, specifically, the six-hour training module available at: <http://extension.psu.edu/youth/betterkidcare/on-demand> or the in-person training provided by the Regional Key.

### **NEXT STEPS:**

Child care providers should:

1. Read this Announcement
2. Make sure staff understand that they can take the six-hour module offered beginning July 1, 2016, to meet the annual six-hour training requirement and also meet the Federal requirements.
3. Determine which staff persons will be required to take CPR/First-Aid training.
4. Review the training documentation systems to be sure that the system reflects staff completion of required training for the Federal and state requirements.

5. Review training records of staff to determine if any staff person has already taken the required Federal training topics in the past two years and assure that the information is in the child care provider's training documentation system and the staff person's file.

Staff and Business Partners should:

1. Review this Announcement
2. Talk to providers about the importance of completing the Federal training requirements.
3. Direct providers to the resource available to complete all of the required topics:  
<http://extension.psu.edu/youth/betterkidcare/on-demand> or by contacting the Regional Key.
4. Direct questions to the supervisor or regional director.
5. Find this Announcement in the Certification Shared Folder.

## **ATTACHMENT 1**

Prevention and control of infectious diseases

Prevention of sudden infant death syndrome and use of safe sleep practices

Prevention of shaken baby syndrome and abusive head trauma

Administration of medication

Prevention of and response to emergencies due to food and allergic reactions

Building and physical premises safety

Emergency preparedness

Handling and storage of hazardous materials and the appropriate disposal of biocontaminants

Transportation safety

CPR/First Aid

# 2016-2017 Regional Keys



<b>Northeast Regional Key</b> 1520 Hanover Avenue Allentown, PA 18109 (800) 528- 7222  <b>Counties Served –</b> 1. Berks 2. Bradford 3. Carbon 4. Columbia 5. Lackawanna 6. Lehigh 7. Luzerne 8. Monroe 9. Montour 10. Northampton 11. Pike 12. Schuylkill 13. Sullivan 14. Susquehanna 15. Wayne 16. Wyoming	<b>Northwest Regional Key</b> 3823 West 12 <sup>th</sup> Street Erie, PA 16505 (800) 860-2281  <b>Counties Served</b> 1. Armstrong 2. Blair 3. Butler 4. Cambria 5. Cameron 6. Clarion 7. Clearfield 8. Crawford 9. Elk 10. Erie 11. Forest 12. Indiana 13. Jefferson 14. Lawrence 15. McKean 16. Mercer 17. Potter 18. Venango 19. Warren	<b>Mid-State Regional Key</b> 29 North Duke Street York, PA 17401 (800) 864-4925  <b>Counties Served –</b> 1. Adams 2. Centre 3. Clinton 4. Cumberland 5. Dauphin 6. Juniata 7. Lancaster 8. Lebanon 9. Lycoming 10. Mifflin 11. Northumberland 12. Perry 13. Snyder 14. Tioga 15. Union 16. York	<b>Southeast Regional Key</b> Centre Square East 1500 Market Street Philadelphia, PA 19102 (267) 773- 4400  <b>Counties Served –</b> 1. Bucks 2. Chester 3. Delaware 4. Montgomery 5. Philadelphia	<b>Southwest Regional Key</b> 305 Wood Street Pittsburgh, PA 15222 (877) 349-4850  <b>Counties Served –</b> 1. Allegheny 2. Beaver 3. Bedford 4. Fayette 5. Franklin 6. Fulton 7. Greene 8. Huntingdon 9. Somerset 10. Washington 11. Westmoreland
--	---	--	---	---

## ATTACHMENT 3

### Federal Health & Safety Training Requirements for Certification

Name: \_\_\_\_\_ Date: \_\_\_\_\_

To meet the requirements take:

- 1- one of the courses which meets all of the requirements OR
- 2- at least one course in *each* of the nine required topics after 9/30/2014

Evidence of completion must be attached for each of the courses identified.

Required Topics	Hours	Date Completed
<b>Meets ALL Requirements</b>		
CCDBG Required Health & Safety Training - Self Learning Module - Better Kid Care	6	
CCDBG Required Health & Safety Training - ECELS	6	
<b>1- Administration of Medication</b>		
Medication Administration	3	
Medication Administration in Early Education and Child Care Self Learning Module	2	
Medication Administration Refresher "ECELS"	1	
Medication Administration Webinar	3	
<b>2- Building and Physical Premises Safety</b>		
"I only looked away for a moment" ~ A Look at Supervision and Safety 2H	2	
Being Reflective: The Importance of Supervision	2	
Effective Supervision	2	
Family Child Care Health and Safety Self Learning Module	2	
General Health, Safety and Supervision	3	
Healthy Air + Healthy Spaces = Healthy Children	2	
Indoor Air Quality Self Learning Module - ECELS	2	
Infant and Toddler Health and Safety	2	
Infant-Toddler Care: Safety Self-Learning Module - Better Kid Care	2	
Injuries: Teaching Children Injury Prevention Self Learning Module	2	
Keeping Children Safe on Playgrounds (for Center Directors) Self	2	
Learning About Playground Safety	2	
Pest Control: Integrated Pest Management Self Learning Module - ECELS	3	
Safe and Smart Supervision Self	1	
School Age Program: Creating and Maintaining Safe SchoolAge Environments(Series 1.13)	3	
Step Up to Quality Supervision	3	
Step Up to Quality Supervision : Session 1	1	
Step Up to Quality Supervision : Session 2	1	
Step Up to Quality Supervision : Session 5	1	
Step Up to Quality Supervision : Session 6	1	
Step Up to Quality Supervision : Session 7	1	
Step Up to Quality Supervision: Session 3	1	
Step Up to Quality Supervision: Session 4	1	
Supervising Children in Child Care Centers and Group Homes: It's Your Responsibility	2	
Supervising Children in Family Child Care	2	
Supervision 201	2	
Supervision of Children	2	
Supervision: Count, Count, and Count Again	3	
Supervision: Counting Children Self	1	
Supervision: Moving Children Self	1	
Supervision: Playground Supervision Self	1	
Supervision: Positioning "Where Do I Stand? Self	1	
Supervision: Staff:Child Ratios Self	1	
Supervision: Teamwork Self	1	
Supervision: What's Required? Self	1	
Water Safety	1	
<b>3- Emergency Preparedness</b>		
Emergency Planning Self Learning Module	2	
Emergency Preparedness 3H	3	
Emergency Preparedness in Child Care Centers: DEVELOPING THE PLAN	2	
Emergency Preparedness1H	1	
Fire Safety 1H	1	
Fire Safety 1H	1	
Fire Safety 2H	2	
Fire Safety Self Learning Module	3	

Health and Safety Management: Best Practices	3	
Not Just Fire Drills: Preparing for Emergencies 2H	2	
Updating Your Child Care Center's Emergency Preparedness Plan	2	
<b>4- Food and Allergic Reactions</b>		
Asthma	2	
Asthma Education for Early Learning Practitioners	3	
Asthma Self Learning Module ECELS	2	
Asthma: Reduce the Wheeze Please! Posted Webinar - ECELS	1.5	
Food Allergies: Management and Prevention - Self-Learning Module - Better Kid Care	2	
Food Allergy	2	
Food Allergy Self Learning Module	2	
<b>5- Handling and Storage of Hazardous Materials</b>		
Bloodborne Pathogens: Keeping Safe When Touching Blood	2	
Bloodborne Pathogens: Keeping Safe When Touching Blood Self Learning Module	2	
Childcare Chemical Safety Awareness	2	
Environmental Health Self Learning Module	2	
Healthy Child Care Environments: Pest Prevention Using IPM Self	2	
Healthy Child Care Environments: Pest Treatment Using IPM Self	2	
Healthy Child Care Environments: Using Green Cleaners Self	2	
Keep Children Healthy and Safe: Air Quality (for Center Directors) Self	2	
Keep Children Healthy and Safe: Reuse & Recycle (for Center Directors) Self	2	
Keep Children Healthy and Safe: Toxins (for Center Directors) Self	2	
PA Healthy and Green Initiative: Eco	2	
Your #1 Priority: Keeping Children Healthy and Safe	2	
<b>6- Prevention &amp; Control of Infectious Disease</b>		
Advancing Health and Wellness in ECE	2	
Cavity Free Kids	2	
Child Development and Health: Strengthening the Connection	2	
Choose and Use a Child Care Health Consultant Self Learning Module	2	
Common Childhood Illnesses and Preventing the Spread of Infection	3	
Common Illness	2	
Common Illnesses in Child Care Self Learning Module	2	
Health Consultation in Child Care Self Learning Module	3	
Health Records â€œEasing the Burden of Managing Child Health Records Self Learning Module	2	
Healthy Habits to Prevent Illness and Injury	2	
Healthy Practices: Go AWAY Germs!	3	
Immunization Self Learning Module	2	
Improving Head Start/Child Care and Community Readiness and Response to Seasonal Influenza Webinar	1.5	
Model Child Care Health Policies Self Learning Module	2	
Oral Health Self Learning Module	2	
Personal Care Routines: Caring and Clorox the Dynamic Duo (V3)	3	
Personal Care Routines: Caring and Clorox the Dynamic Duo 2 Hours	2	
Preventing and Managing Infectious Diseases in Early Education and Child Care Self Learning Module	3	
Preventive Health Screenings: Using Information from the Child Health Report â€œCD 51 Posted Webinar - ECELS	1.5	
Promoting Oral Health in the Child Care Setting	2	
Understanding Common Illness in Early Learning Environment (Funded)	3	
<b>7- Safe Sleep &amp; SIDS Prevention</b>		
A Good Night's Sleep: How Sleep Affects Health Self	2	
Infant-Toddler Care: Safety Self-Learning Module - Better Kid Care	2	
Safe Sleep and Reduce the Risk of SIDS Self Learning Module	1	
Safe Sleep Is More Than Just Back to Sleep Posted Webinar- ECELS	1.5	
Safe Sleep Practices for Caregivers: Reduce the Risk of SUID Self	1	
<b>8- Shaken Baby Syndrome/Abusive Head Trauma</b>		
Head Bumps Matter, Protecting Young Brains Self Learning Module	2	
Head Bumps Matter: Playing Safelyâ€œECELS	2	
Infant-Toddler Care: Safety Self-Learning Module - Better Kid Care	2	
Never Shake a Baby: Preventing Shaken Baby Syndrome	2	
OW I hurt my noggin! Learn about traumatic head and brain injury in young children	2	
<b>9- Transportation Safety</b>		
Transporting Children: Are We There Yet? Self Learning Module	2	