

Ongoing/Annual Training Requirements for Staff

Family Day Care Home: 290-2-3-.07(4) - The Provider shall have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid which have been offered by certified or licensed health care professionals and which dealt with emergency care for infants and children. Additionally, within one year of the effective date of these rules and thereafter on an annual basis, the Provider shall attend ten clock hours of diverse training which is related to care of children and which is offered by an accredited college, university or vocational program or other Department approved source. Records of completion of such training programs shall be maintained in the Home by the Provider, as required by these rules. The ten clock hours of training shall be chosen from the following fields: (a) Child Development: including discipline, guidance, nutrition, injury control and safety; (b) Health: including sanitation, disease control, cleanliness, detection and disposition of illness; (c) Child Abuse and Neglect: including identification and reporting, and meeting the needs of abused and/or neglected children; and (d) Business Related Topics: including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two of the required ten clock hours of training.

Group Day Care Home: 290-2-1-.09(e)2 - Within one (1) year of the effective date of these rules and thereafter on an annual basis, all supervisory and caregiver personnel (regardless of the date of hiring) shall attend ten (10) clock hours of training which is task focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source.

Child Care Learning Center: 591-1-1-.33(4) - On an annual basis, all supervisory and caregiver personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source.

Rule Type: Non-Core Rule

Intent of the Rule

To provide staff with opportunities to gain knowledge of health and safety practices such as, but not limited to, injury prevention, discipline techniques, reporting, preventing and controlling infectious diseases, transportation of children, children's environmental health and health promotion, reducing the risk of SIDS and use of safe sleep practices. To expand staff's ability to meet the physical, emotional, intellectual, and psychosocial needs of children in care. To enhance staff's knowledge of child development, developmentally appropriate practices (DAP), cultural competencies, and business practices.

Clarification

Better trained staff are more equipped to prevent, recognize, and correct health and safety problems. Training enhances staff competence and aids in the understanding of how young children learn and grow to their fullest potential. The training/education of caregivers/teachers is a specific indicator of child care quality.

Indicators

- ✓ All supervisory and caregiver staff should obtain a minimum of ten hours of ongoing/annual training per calendar year. Training topics should cover information regarding child development, early childhood education, or related topics.
 - Recommendation: Ensure that annual training classes are completed throughout the calendar year instead of late in the year when classes may be full or harder to find.

- TIP: Independent contractors, Students-in-Training, substitutes, and volunteers do not have to meet this training requirement.
- Ongoing/annual training requirements must be fulfilled in the calendar year (January through December). The training will be accepted ***only*** for the year in which the training was completed. Note: Although some training certificates have expiration dates beyond the calendar year in which they were obtained, these trainings are valid ***only*** for the calendar year in which they were completed.

Evaluating Staff Training

<i>First Year Training</i>	<i>Ongoing/Annual Training</i>
<ul style="list-style-type: none"> ❖ First year training begins at the staff’s hire date and ends at the first year anniversary of employment. ❖ Example: Hire date: 5/1/14 First Year Anniversary: 5/1/15 <p>First year training should be completed by 5/1/15.</p> <p>When the program has a licensing study in 2016, the consultant will review the staff’s first year training to ensure the required ten hours (10) were completed between 5/1/14 and 5/1/15.</p> <ul style="list-style-type: none"> ❖ All caregiver staff are required to obtain a minimum of ten (10) clock hours of training during their first year of employment. At least six (6) of those hours should be obtained in the following topics: <ul style="list-style-type: none"> ○ Four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition, and childhood injury control. Two (2) clock hours of training in identifying, reporting, and meeting the needs of abused, neglected, or deprived children. 591-1-1-.33(2)(a)-(b) ❖ During the first year of employment, the Director and the person primarily responsible for food preparation are required to obtain a minimum of four (4) clock hours of training in food nutrition planning, preparation, serving, proper dish washing, and food storage. 591-1-1-.33(3) 	<ul style="list-style-type: none"> ❖ Ongoing/Annual training begins the January after the first year anniversary of employment and ends in December of that calendar year. ❖ Example: Hire date: 5/1/14 First Year Anniversary: 5/1/15 <p>The staff’s 2016 annual training should be completed between January and December of 2016 and would be evaluated at the licensing study in 2017. *Note: Due to transition from first year training requirements (hire date to hire date) to ongoing training based on a calendar year, training hours completed between the two time periods, from 5/1/15 to 12/31/15, would also be accepted to count toward the 2016 required ten hours of ongoing annual training.</p> <ul style="list-style-type: none"> ❖ After the first year of training, ten hours (10) of ongoing/annual training should be completed each subsequent year of employment (January through December). ❖ Note: The first year training requirements that specify particular topics do not apply to Family Day Care Home providers. Family Day Care Home providers are required to complete 20 hours of pre-service training before submitting an initial application for a Family Day Care Home registration. <i>Only</i> information about annual training requirements applies to Family Day Care Home providers.

- ✓ Ensure all trainings and trainers are approved by Bright from the Start before attending the training.
 - Recommendation: Visit the Bright from the Start training approval website, <https://www.training.decal.ga.gov/verify/training>, to search for approved trainers/trainings in your area. Trainer contact information is listed if additional questions arise.
 - TIP: The trainer must be approved and have a unique *trainer code (TR-BFTS-XXX)*. The training must also be approved and have a unique *training code (TG-BFTS-XXX)*.
 - TIP: Exceptions are trainings offered as part of an approved *conference* and trainings offered by *approved entities*, which are assigned unique codes in the formats C-BFTS-XXX and AE-BFTS-XXX, respectively.

- ✓ The maximum number of hours a training can earn is six (6) hours. This applies to one-day trainings and multiple days of training, e.g., conferences, seminars, Super Saturdays.

- ✓ Ensure that training documents are completed in their entirety to include the staff person’s full name, the date the training was attended, the title of the training, and the credit hours received.
 - TIP: Type of training documents include certificates, diplomas, transcripts, or cards.
 - Recommendation: All documentation of trainings should be kept in each individual staff member’s file for easy referencing.
 - Organizational TIP: For easy tracking, consider clipping first year training certificates together, and then clipping subsequent training certificates together by calendar year.

- ✓ Bright from the Start accepts training (education) offered by accredited colleges, universities, or vocational programs. Depending on whether the academic institution is on the semester or quarter system, each three- or five-hour unit will represent approximately 35 to 45 clock hours of class time. Therefore, one (1) accredited college or university class meets the Bright from the Start annual 10 hour training requirement. This training must be documented by an official transcript from the accredited educational institution.

- ✓ The following chart converts the type of training to the number of state approved training hours.

<i>Type of Training</i>	<i>State-Approved Hours</i>
1 Academic College Course*	10 state-approved hours
1 CEU**	10 state-approved hours
.1 CEU**	1 state-approved hour
1 PLU**	10 state-approved hours
.1 PLU**	1 state-approved hour
One state-approved training class for 1 hour	1 state-approved hour (Up to six hours in one training)

*The academic college course must be in Early Childhood Education or related field to receive training credit. General core curriculum classes do not count for training credit, i.e., Computer Lab, Biology, College Algebra, Spanish, etc.

** CEU’s and PLU’s must be approved by the Georgia Training Approval System at <https://www.training.decal.ga.gov/verify/training>

Resources:

Georgia Training Approval System
www.training.decal.ga.gov

Approved Online Training
www.prosolutionstraining.com

Caring for Our Children

<http://cfoc.nrckids.org/StandardView/1.4.4.1> **OR** <http://cfoc.nrckids.org/StandardView/10.6.1.1>

Georgia Training Approval System, verify trainings

<https://www.training.decal.ga.gov/verify/training>

Approved course list

<http://www.decal.ga.gov/documents/attachments/EceRelated.pdf>