

# North Carolina CCDF Health and Safety Training Requirement

## Frequently Asked Questions (FAQ)

### General Questions:

#### 1. Who is required to take the health and safety training?

All child care providers are required to complete the health and safety training by June 30, 2017. Child care providers include: child care center administrators, family child care home operators, teachers, substitutes, and anyone providing direct caregiving, direct supervision, and/or counted in staff/child ratio. This applies to the following facilities:

- All licensed child care centers
- All licensed family child care homes
- All N.C.G.S.110-106 Religious Sponsored Programs operating with a Notice of Compliance and participating in the Subsidized Child Care Assistance Program
- All license exempt providers receiving CCDF funding

**What about staff members employed as the cook or van driver?** Employees that do not have direct caregiving and supervising responsibilities and/or are not counted in staff/child ratio, do not have to complete the health and safety trainings. This may include cooks or van drivers. A cook who provides coverage in the classroom at any time, must complete the training. Van drivers, who provide direct supervision and caregiving responsibilities and/or counted in staff/child ratio must complete the health and safety trainings.

#### 2. Why are child care providers being required to take specific health and safety training?

On November 19, 2014, the federal Child Care and Development Block Grant (CCDBG) Act of 2014 was signed into law. The law reauthorized the Child Care and Development Fund (CCDF) program and made major changes to protect the health and safety of children in child care, promote continuity of access to vouchers for low-income families, better inform parents and the general public about the child care choices available to them, and improve the overall quality of child care and afterschool programs. As part of the new law, States must have pre-service or orientation requirements in place for new hires and ongoing minimum health and safety training requirements in place for current child care providers. Pre-service/orientation and ongoing training must cover eleven specific topic areas:

- Prevention and control of infectious diseases, including immunization;
- Administration of medication;
- Prevention of and response to emergencies due to food and allergic reactions;

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- Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;
- Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event;
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
- Precautions in transporting children, if applicable
- Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- Pediatric First Aid and CPR training;
- Recognizing and Responding to Suspicions of Child Maltreatment; and
- Prevention of sudden infant death syndrome and use of safe sleeping practices.

### 3. What is the deadline for completing the health and safety training requirement?

Training must be completed by June 30, 2017. Documentation of completion of the Health and Safety Training is required.

New staff hired on or after May 1, 2017 are not expected to complete all the required health and safety training by June 30, 2017, but instead focus on completing the orientation within the first six weeks of employment and complete the health and safety training within their first year of employment.

### 4. What trainings are approved to meet the health and safety training requirements?

There are various ways to successfully complete the training requirements:

- An online training option is available to you at no cost through ProSolutions Training at: <https://www.prosolutionstraining.com/northcarolina/>. If you enroll in the *Health and Safety Training for ECE Professionals* package, you will be provided a list of health and safety trainings available through ProSolutions Training. You may complete all trainings in the package or complete individual trainings in the package to receive CEU certificates.
- A list of approved in person and additional online trainings can be found at: [http://ncchildcare.nc.gov/pdf\\_forms/ChildCareHealthSafetyResourceCenter.pdf](http://ncchildcare.nc.gov/pdf_forms/ChildCareHealthSafetyResourceCenter.pdf)
- Other training may count if the training meets the following criteria:

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- Training organization is an exempt training agency or is a non-exempt trainer and the trainer can provide the DCDEE signed and approved outline form of the training session.
- The majority of the training covers the CCDF required health and safety topic area(s).
- Completion of college coursework or Continuing Education Unit (CEU) credits focused on any of the required health and safety topic areas.

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

Yes, training completed on or after January 1, 2015 may count, as long as the training is related to the required health and safety topic area(s).

**What about CPR, FA, and/or ITS-SIDS training completed prior to January 1, 2015?** You may count your CPR and/or FA certification as long as it is current and has not expired. You may also count the *NC Infant Toddler Safe Sleep and Sudden Infant Death Syndrome(SIDS) Risk Reduction in Child Care* training as long as the training has not expired (it is within the three year cycle).

**6. Do public school teachers have to meet the same health and safety training requirement?**

Yes, public school preschool and out-of-school time care teachers/group leaders are required to meet the health and safety training requirements by June 30, 2017. Except, they do not have to take training in prevention of sudden infant death syndrome and use of safe sleeping practices since it applies to infants up to 12 months. However, preschool teachers must complete training in prevention of shaken baby syndrome and abusive head trauma since it applies to programs licensed to care for children up to age five. In afterschool programs which only serve school-age children, group leaders do not have to take trainings related to sudden infant death syndrome or prevention of shaken baby syndrome and abusive head trauma. Professional development and training required for public school employees may be counted as long as the training relates to the required health and safety topic areas. If the principal serves as the administrator, the principal is exempt from completing any of the training requirements.

**7. What documentation is required to show completion of the health and safety training?**

To document your completed training, complete the Record of Health and Safety Training document:

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[http://ncchildcare.nc.gov/pdf\\_forms/Record\\_of\\_Health\\_and\\_Safety\\_Training.pdf](http://ncchildcare.nc.gov/pdf_forms/Record_of_Health_and_Safety_Training.pdf).

Include the following information:

- Date of training
- Training hours received
- Sponsoring agency, training organization, or name of trainer
- Attached training certificates, course syllabus, or other supporting documentation to show proof of completion of training

#### **8. How will compliance of these training requirements be monitored?**

As DCDEE consultants conduct monitoring visits to child care facilities, they will be verifying if all child care providers have completed the required training by June 30, 2017. Programs will be cited for non-compliance if the health and safety requirements are not in compliance. Failure to comply with child care requirements may result in an administrative action.

#### **9. If a person is enrolled in college coursework and the course title includes “health and safety” and/or the syllabus covers the majority of the health and safety topics, can it count?**

Yes, the person must maintain proof of course completion and description of the course or any other supporting documentation to show what topics were covered and successfully complete the course. Examples of proof may include the course description, syllabus, ProSolutions certificate(s), and transcript.

#### **10. Will staff still be able to carry forward training hours to the next year?**

Yes, a person may carry forward training hours that are in excess of the previous year’s requirements to meet up to one-half of the current year’s required in-service training hours.

#### **11. Can one training cover multiple health and safety topic areas and if so, can the one training be counted to meet those topic areas?**

Yes, training may cover multiple required health and safety topics and may be counted to meet more than one topic area. There is not a specified amount of time required for training sessions. The focus is to ensure training is related to the required health and safety topic area.

#### **12. Between now and June 30, 2017, do all child care providers (existing staff) have to go back and complete orientation to meet the new CCDF requirements? Or does this only apply to new staff?**

Effective September 23, 2016, the temporary rules require all new child care center staff to complete 16 hours of orientation within the first six weeks of

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employment. Orientation requirements apply to new employees and does not apply to staff that were employed on or before September 23, 2016. However, program administrators and operators are expected to inform existing staff of any changes to policies that were added to orientation for new staff.

#### ProSolutions Training:

**13. Is it true DCDEE offers FREE online training to meet the health and safety training topic areas?**

Yes. DCDEE has contracted with ProSolutions Training to offer all the required health and safety trainings online; except for Pediatric First Aid and CPR. Also, required training on *Recognizing and Responding to Suspicions of Child Maltreatment* is offered FREE online through Prevent Child Abuse NC. You can access this training through a link provided with the ProSolutions Training or by visiting <https://www.preventchildabusenc.org/services/trainings-and-professional-development/rrcourse>. To access these trainings go the North Carolina website page for ProSolutions Training at:

<http://www.prosolutionstraining.com/northcarolina/>

**14. Do you get training certificates after each ProSolution training module or must you complete all modules to be eligible for a certificate?**

Yes. When you enroll in the *Health and Safety Training for ECE Professionals* package, you will be provided a list of health and safety trainings available through ProSolutions Training. You may complete all trainings in the package or complete individual trainings in the package to receive CEU or training certificates.

**15. Do you have to take all the ProSolutions trainings listed under each topic area to meet the health and safety training requirements?**

Yes, you must complete all the ProSolutions training available under each of the required training topics to satisfy the requirement for training in each topic area.

**16. For the ProSolutions Training I noticed optional nutrition and physical activity training listed. Is this training truly optional or are we supposed to complete these training sessions?**

These trainings are optional.

**17. Do I have to take training in the topic area of precautions for transporting children if the child care program I work for does not transport children?**

No, you only need to complete training in the topic area of precautions for transporting children, if applicable.

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**18. For the ProSolutions Training, I wanted to confirm that it's a total of 20 hours from ProSolutions online training, which includes the 2 hours of Recognizing and Responding to Suspicions of Child Maltreatment offered by Prevent Child Abuse NC.**

Yes, the training is a total of 20 training hours if you complete all the ProSolutions Training offered under each of the ten topic areas. CPR and FA is not included in the ProSolutions Training and will be additional training hours.

**19. Can I complete the ProSolutions Training during naptime?**

Yes, as long as you maintain compliance with applicable child care requirements.

**20. Can ProSolutions Training be conducted in groups at child care facilities?**

No, child care facilities cannot conduct group trainings for their staff regarding the ProSolutions on-line modules. The ProSolutions training must be done individually because this training provides the individual with the option to obtain CEU's. In order to get CEU's, testing is required; therefore, this training must be completed on an individual basis and not a group basis. If group training is preferred, the facility administrator or operator should talk to their local resource and referral agency to arrange a training. Many of these agencies have trainings that will meet the health and safety requirements.

**21. ProSolutions asks for a state Registry ID number (see below) when creating an account. What do I enter in this field?**

In the State Registry ID field you will enter your NCID username. For detailed instructions on getting an NCID username, click [here](#). Your training certificate will not be issued until you enter the State Registry ID or NCID username.

\* All of these fields are required

In many states, professional development and completed education is recorded electronically. If your state uses a professional development system to record educational achievements, training or certifications and you wish to participate, please enter your state identification number in the box below.

State Registry ID

Preferred Language  
English

I have read and agree to the Terms and Conditions.

Create an Account

### Specific training topic questions:

**22. Does First Aid and CPR count for in-service hours?**

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Yes. In addition, Pediatric First Aid and CPR will meet the required training in First Aid and CPR as long as it is from a DCDEE approved CPR/First Aid training organization [http://ncchildcare.nc.gov/pdf\\_forms/cpr\\_first\\_aid\\_information.pdf](http://ncchildcare.nc.gov/pdf_forms/cpr_first_aid_information.pdf).

#### **23. What training is allowed to meet the emergency preparedness and response planning topic area?**

- If a person has completed the *NC Emergency Preparedness and Response in Child Care* training required by North Carolina Child Care Rule for one person in each licensed program, then that person may count the *NC Emergency Preparedness and Response in Child Care* training to meet the CCDF topic area on emergency preparedness and response planning. Since the *North Carolina Emergency Preparedness and Response in Child Care* training is also due by July 1 for designated individuals in licensed child care programs, DCDEE asks that all other individuals either take the online ProSolutions trainings:
  - Emergency Preparedness: Better Safe Than Sorry! and
  - Responding to Medical Emergencies, or
- A person could take another training on emergency preparedness and response planning, as long as, the training meets the DCDEE criteria for an approved training.

#### **24. I teach 3 and 4 year olds. Why do I have to take training on prevention of sudden infant death syndrome and use of safe sleeping practices?**

Many child care programs are licensed to care for children birth to twelve years of age. Many times teachers are assigned one age group, but may have to substitute in another age group, or provide coverage while the primary teacher steps away. Completing training in prevention of sudden infant death syndrome and use of safe sleeping practices will ensure you have basic information related to caring for infants.

#### **25. Would *Get Ready/Get Set/Go* training count for the precautions in transporting children topic area?**

Yes.

#### **26. Do I have to take training in the topic area of precautions for transporting children if the child care program I work for does not transport children?**

No, you only need to complete training in the topic area of precautions for transporting children, if applicable.