

Training Requirements – Frequently Asked Questions (FAQ)

Q: I received a notice about training requirements in the mail. Does this apply to me or my center?

A: Training is required for all licensed and license-exempt child care providers with a contract or registration agreement with the Department of Social Services to provide care to children eligible for child care subsidy. Any child care provider, staff or volunteer counted in the child/staff ratio or who is responsible for the supervision of children is required to complete all of the training topics. There are a few exceptions to the required training topics that are outlined in this document.

Q: What trainings are required?

A: Training covering each of the following topics is required; some trainings may cover more than one topic:

1. First aid and cardiopulmonary resuscitation
2. Prevention of Sudden Infant Death Syndrome and Safe Sleeping *Serving children 2 YO or younger – all FOLs
3. Prevention of Shaken Baby Syndrome and Abusive Head Trauma *Serving children 2 YO or younger – all FOLs
4. Emergency Disaster and Response
5. Mandatory Child Abuse and Neglect (CA/N) Reporting
6. Prevention and Control of infectious diseases (including immunizations)
7. Administration of medication, consistent with standards for parental consent
8. Prevention and Response to Food Allergy Emergencies
9. Building and Physical Premises Safety; including identification of and protection from hazards that can cause bodily injury
10. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
11. Transportation of Children

Q: We run a license-exempt day camp during the summer. Will the training requirements be the same for us?

A: The Code of Federal Regulations 45 CFR Parts 98 and 99 requires any child care facility (program) receiving child care subsidy from the Child Care and Development Fund to require training of child care providers, their staff and volunteers who are responsible for the supervision of children in care.

Q: Where can I find the actual law that states who must obtain the new training?

A: The training requirements are outlined in the Child Care and Development Block Grant Act of 2014 and defined in federal regulation, 45 CFR part 98 (98.41 and 98.44). A copy of the law can be found on the Internet at <https://www.gpo.gov/fdsys/pkg/FR-2016-09-30/pdf/2016-22986.pdf>

Q: What is the deadline to complete training?

A: Identified training topics must be completed by June 30, 2017 to continue being contracted or registered as a child care provider with the Department of Social Services for children receiving child care subsidy.

Q: Why are we only being given 6 months to complete the training?

A: The trainings must be completed by June 30, 2017 to remain in compliance with CCDF regulations. The training that child care subsidy programs are being asked to complete is required per federal law (Public Law 113-116) and Code of Federal Regulations 45 CFR Part 98 for child care providers receiving funding through the Child Care and Development Fund (CCDF).

Q: How will you know if a provider and their staff/volunteers have completed the training?

A: Providers and/or their staff/volunteers, which are responsible for the supervision of children, are required to meet the training requirement must register with Opportunities in a Professional Network (OPEN) (<https://www.openinitiative.org/>) for a MOPD ID. Once an MOPD ID is assigned, individuals then register with the Toolbox to associate their MOPD ID with the facility DVN. To ensure compliance with these requirements, we monitor training reports through OPEN.

Licensed or license exempt school based programs can complete an attestation the first year. Beginning July 1, 2017 all providers, staff and volunteers with supervision of children are required to complete the CCDF Health and Safety Training through the MO Workshop Calendar.

Q: What happens if I and/or my staff do not complete the training?

A: Your contract or registration with the Department of Social Services will be terminated and you will no longer be eligible to receive subsidy payment from the for care provided to subsidy eligible children.

Q: If I own the child care business or employ staff such as a cook, office assistant or administrative staff that does not provide direct supervision of children, do I/they need to take the training?

A: All training topics must be completed by any employee/volunteer who are responsible for the supervision of children.

Q: We have volunteers that assist only a couple days a year. Do all volunteers have to be trained in the topics?

A: Any volunteer who is counted in the child/staff ratio or is responsible for direct supervision of children is required to complete the training requirements.

Q: If I hire a new employee or bring on a new volunteer before or after June 30, 2017, do they need to complete the trainings?

A: New staff/volunteers counted in the child/staff ratio or responsible for direct supervision of children need to complete required trainings within 3 months of hire and must have all training completed prior to being given sole responsibility for the supervision of children. For example, if a new staff member is hired on May 15, 2017 they have until July 15, 2017 to complete training in the required topics. If the new employee has already received the required trainings the employee does not have to re-take the training again if the trainings were completed after January 1, 2016 as verified by OPEN and the employee has a valid First Aid/CPR certification.

Q: I have 50+ staff which provides care to children. Does each of them have to take the required 11 topics or is it acceptable to have only some of the staff take the classes?

A: All staff and volunteers, responsible for the supervision of children, are required to complete the training topics in all 11 training topics, unless noted above for those not caring for children under the age of two or do not provide transportation. Exception is that child care providers providing care to four or less unrelated children are required to take training covering all 11 topics.

Q: If my employees take these training topics in 2017, will they count for 2017 clock hours?

A: Yes, any of the trainings on the Missouri Workshop Calendar approved to meet the training topic count towards clock hours required for licensed child care providers and staff if completed in 2017.

Q: Is there a specific number of training hours that must be completed?

A: No, there are not a specific number of hours required to cover the training topics. Some of the trainings offered cover more than one topic. Licensed facility staff must continue to comply with the 12 clock hour training requirement for licensing.

Q: You indicate that some of the trainings will cover more than one topic. How will we know which trainings count for two or more required training topics?

A: If a training course is listed under more than one heading/topic on the list of approved trainings, then it covers more than one topic.

Q: Do all of these trainings have to be completed every year?

A: The initial list of training topics are required by federal law at this time. Other than maintaining First Aid/CPR certification, the topics will not be required in the future, unless the agency identifies a need. Additional trainings will be required in future years and determined by the state agency, but should be less than 11 topics at one time.

Q: We are a license-exempt school based childcare center and have received training almost identical to what is being required. Can these trainings count?

A: We are sending clarification to license-exempt school-based facilities. Schools have the option to submit an Attestation form regarding training. If there are any training topics staff have not completed, please move forward with obtaining training in those topics. Please look for more information to come out with new instructions and an attestation form.

Q: Do all staff have to complete the Child Care Subsidy Orientation even if they do not handle the invoicing? We only have certain staff that handles the invoicing.

A: No, the requirement for all staff to have the Child Care Subsidy Orientation Training has been eliminated. It is important that more than one employee per facility to take the training and become familiar with the Child Care Subsidy program. The Child Care Subsidy Orientation Training is a general overview of the Child Care Subsidy program and how it works

Q: I and/or my staff completed CPR/First Aid training in 2015 and have an active certification for 2 years (expires in August of 2017). Do I/we have to take the training again?

A: If you and/or your staff have CPR/First Aid certification from an approved national model (see next Q/A for list) that is good through June 30, 2017, you have met the requirement and do not have to take the training again before June 30, 2017. All staff must maintain a valid CPR certification when working in a state contracted or registered child care facility/home.

Q: Do I and/or my employees have to go through the Missouri Workshop Calendar to register for CPR/First Aid? I had my certification completed by a local Fire Department, does that count?

A: Every provider and/or employee/volunteer responsible for the supervision of children is required to be First Aid/CPR certified. The First Aid/CPR certification does not have to be done through the Missouri Workshop Calendar. First Aid/CPR certificates will be accepted from the following national models:

- American Academy of Pediatrics PedFACTs
- American Red Cross
- American Heart Association
- American Safety and Health Institute
- EMS Safety
- National Safety Council
- Emergency Care and Safety Institute

Q: We do not serve infants or toddlers. Do we still need to do the back to sleep training or shaken baby?

A: No, if you are licensed, license exempt school based, or a license exempt summer camp provider who does not care for children less than 2 years of age, you do not need to complete training topics on Prevention of Sudden Infant Death Syndrome and Safe Sleep or Prevention of Shaken Baby Syndrome and Abusive Head Trauma. All other types of child care providers will be required to complete trainings in these topics.

Q: My facility does not transport children. Do we have to take the training about transportation of children?

A: If your facility is licensed or a license-exempt school based program and does not transport children (e.g., no one transports children at all, not even for field trips), staff are not required to complete the training on the Transportation of Children topic.

Q: Some of our staff are teachers with degrees in Education or Early Childhood Education, do they still need to complete the training topics?

A: Yes, the required training topics still apply.

Q: Our staff has already completed the Mandatory Child Abuse/Neglect Training on the Workshop Calendar. Can we still use this as approved training for this requirement?

A: If any staff has completed Child Abuse and Neglect training any time in 2016 and the training is on the workshop calendar and listed as an approved training for that topic, the training can be considered as meeting the required training topic.

Q: In reviewing the list of topics, there is an Emergency and Disaster Response Training and an Emergency and Disaster Response Planning Training requirement listed. Are these two separate training requirements? I did not see anything in the approved options list for the Emergency and Disaster Response Planning training.

A: The Emergency and Disaster Response training topics have been clarified to correspond with the type of provider.

1. Licensed child care providers and license exempt school based child care providers should have an Emergency and Disaster plan in place. Providers, staff, and volunteers will be required to complete training on Emergency and Disaster Response;
2. License exempt religious in compliance licensed, licensed exempt and providers serving four or less unrelated children. Non-licensed providers of Four or Less Unrelated Children are the only providers that are required to complete the Emergency and Disaster Response Planning training. This training includes the "planning" portion; other types of providers should already have an Emergency and Disaster plan in place

Q: Are the trainings only allowed to be through Educare or the Missouri Workshop Calendar?

A: Trainings need to be completed through the Missouri Workshop Calendar (Educare trainings are available on the Missouri Workshop Calendar) under and employee's MOPD ID, to allow the agency to monitor for compliance. The Children's Division, Early Childhood and Prevention Services Section has contracted with Educare providers throughout the state to offer free training to license exempt child care providers. If licensed or school based license exempt providers and staff have already taken training in any of the required training topics in 2016, those training requirements can be considered met.

For the first year of required CCDF Child Care Subsidy Training license exempt school based child care programs will be allowed to use trainings provided by the school district that meet the health and safety requirements under the federal statute. In order to use trainings provided by the school district, all trainings must be completed by June 30, 2017 and a completed Training Attestation form must be submitted to the Children's Division no later than 06/30/2017.

For this first year of required CCDF Child Care Subsidy Training, licensed child care programs will be allowed to use trainings that have been completed through the Missouri Workshop Calendar or through the attendance of a class or conference that is not tracked through OPEN, if the training covers any of the health and safety requirements under the federal statute. The training must have been completed after January 1, 2016.

Q: I have a Current First Aid/CPR certification card. Do I have to retake First Aid/CPR if I took it after January 1, 2016?

A: No. The exception to the January 1, 2016 date is First Aid/CPR training. If a staff person has a current certification in First Aid/CPR, it meets the requirement even if completed prior to January 1, 2016.

Q: If I am a licensed provider, can my staff and I attend the training offered by Educare?

A: Educare is contracted to provide training on the required topics to license exempt child care providers as a priority. If you are licensed, you may contact Educare to obtain information on whether there is room for you and/or your staff to attend their training sessions. Go to <http://dss.mo.gov/cd/child-care/child-care-providers/educare.htm> to locate the Educare provider serving your county.

Q: If we have personnel who is qualified to administer some of these trainings is that allowable? Or is there a way for us to have our personnel certified so these trainings can be maintained in house and still ensure that we stay within compliance with both the Missouri Workshop Calendar and OPEN?

A: Provider personnel may provide the trainings with a curriculum that covers the required training topic(s). The training must go through the Department of Health and Senior Services, Section for Child Care Regulations for approval to be placed on the Missouri Workshop Calendar. Training completed through the Missouri Workshop Calendar will allow our agency to confirm compliance through the use of the MOPD ID and allow the staff to count any training towards the required 12 clock hours of training. Personnel do not have to be certified to the training unless it is for First Aid/CPR. For more information on training approval please visit <http://health.mo.gov/safety/childcare/trainerinfo.php>

Q: Will the trainings be available online?

A: All required topics have trainings available online, with the exception of First Aid/CPR. Visit <http://dss.mo.gov/cd/child-care/child-care-providers/child-care-providers-training.htm> for the list of approved trainings.

Q: Can we have multiple employees' watch the on-line training and all participate still receive credit for the training?

A: Staff must sign up for trainings using their MOPD ID to be given credit for having completed the training. Employees will not be able to watch online training as a group to receive credit.

Q: How much will the training cost? Will I be reimbursed for the cost?

A: Costs of training varies; you can check costs of individual trainings on the Missouri Workshop Calendar when registering for training. There is no provision for reimbursement of expenses for training. Every attempt has been made to identify trainings without cost.

Q: We are researching the trainings you listed in the letter and found that a lot of them are private trainings, have a fee, have training dates that have passed, or are trainings that are miles from our county. Can we work with our local health department to combine several topics into one training and submit them to the Missouri Workshop Calendar for approval so we can train locally?

A: Your local health department should already provide trainings in many of the required topics and those trainings should be available on the Missouri Workshop Calendar.

Q: Will OPEN monitor or track the trainings? We currently use OPEN after meeting the initial requirements, but after we start hiring more employees it may be difficult to track.

A: All staff and volunteers, who are responsible for the supervision of children, who are licensed, licensed exempt or providing care for four or less unrelated children and are contracted or registered to receive child care subsidy must obtain a MOPD ID and complete trainings through the Missouri Workshop Calendar. That training data is sent to OPEN. You can track new hire training information (to determine if a new hire has already completed the training) using their MOPD ID.

Q: Who is the assigned point of contact for providers if they have questions?

A: The Children's Division, Early Childhood and Prevention Services Section is the lead agency for the Child Care Development Fund (CCDF) for Missouri. Child care providers may contact us with questions or concerns at CD.ASKECPS@DSS.MO.GOV or by phone at (573) 526-3011.

Q: What type of documentation will providers need to maintain regarding the training?

A: Completion of training is maintained in OPEN. For most training, attendance data is sent directly to OPEN to attach to a staff member's MOPD ID. However, some trainers provide trainees with a certificate of completion that the trainee should keep and upload to the Missouri Workshop Calendar to be sent to OPEN to attach to their MOPD ID. More information about how training reaches OPEN is available at <https://www.openinitiative.org/Resources/HowTrainingReachesReports.pdf>.

For trainings completed outside of the Missouri Workshop Calendar, certificates of training with the training title and trainer's name must be kept in the staff personnel file. To ensure that trainings have met the training topic, additional information such as the training objectives and/or training handouts should also be maintained with the training certificate.

Q: How does the CCDF training requirement align with Missouri licensing rule requirements?

A: Many of the required training topics are covered in trainings licensed providers already take to meet the Department of Health and Senior Services, Section for Child Care Regulation training requirements. Trainings taken through the Missouri Workshop Calendar to meet the health and safety training requirements count toward clock hour training required for licensure.

Q: Is this training only required if I wish to remain contracted or registered with the state to receive payment services provided to children eligible for child care assistance or does it affect the USDA Food program in any way?

A: The training is only required if you want to continue to be contracted or registered with the Department of Social Services (DSS), to be paid for care provided to children eligible for child care subsidy. However, you should check with your Child and Adult Care Food Program contact to find out if choosing to not contract with DSS affects your eligibility for the food program.