

# **Checking Staff Continued Training in Child Care Centers Guidelines September 18, 2012**

**Background:** Child care staff are required to take continued training during each 12 month period of employment. It is the responsibility of the Child Care Provider to ensure that all required documentation is in staff files. Each staff person must have a completed professional development plan with training certificates attached for verification. Certain staff members who participate in the OCC Credentialing Program may be exempt from the 12 hour continued training requirement.

The purpose of this guidance is to identify who may be exempt from the 12 hour continued training requirement and how to inspect child care staff records for continued training. Continued training is a mandatory inspection item and is reviewed during each 12-month unannounced inspection.

## **Process:**

- A. **Credentialed Staff/Provider** -Child Care Center Staff and Family Child Care Providers with an active credential at Level 2 or above are not required to meet the 12 hr annual continued training requirement. If the credential is expired, and the staff member affirms that it is expired, follow the process for non credentialed staff/provider.
- B. **Non Credentialed Staff/Provider** - During each unannounced inspection, evaluate the 12-hour/6-hour continued training using information from the previous 12 month employment cycle. For example:

### **1. Newly Registered/Licensed Providers**

- During the 1<sup>st</sup> 12-month inspection cycle note the continued training as “Discussed” on the inspection report. Remind the provider of annual continued training requirements. Inform the Provider of the Continued Training inspection process.
- During the 2<sup>nd</sup> 12-month inspection cycle, evaluate the 12-hour/6-hour continued training requirement for the previous year employment cycle. Review the Professional Development Plan and attached training certificates to determine the number of clock hours taken during the previous year employment cycle. If not complete, non-compliance is noted. Inform the provider that the missing hours will be added to the next employment cycles’ requirement. For example: a balance of 3 hrs will be added to the next employment cycle’s 12 hrs leaving the provider/staff with a total of 15 hrs required for the next employment cycle.

## **2. Current Providers and Staff**

Evaluate the 12-hour/6-hour continued training for the previous full year of employment. Review the Professional Development Plan and attached training certificates to determine the number of clock hours taken during the previous full year of employment.

## **3. New Staff Hired During the Year**

If new staff have been hired during the year, evaluate their continued training after one year of employment. However, if the new staff person was previously employed at a child care facility with less than 6 months break in service, they should have a Professional Development Plan noting the previous training.

### **C. Inspecting Child Care Center Staff Continued Training Records**

1. Staff training records may be reviewed in following manner:
  - **Director**
  - **Teacher** *(as soon as you reach a file that is in non-compliance, discontinue the reviews in this category and note the provider for non-compliance. (Use the canned comment only.)*
  - **Assistant Teacher** *((as soon as you reach a file that is in non-compliance, discontinue the reviews in this category and note the provider for non-compliance. (Use the canned comment only.)*
  - **Aide** *(as soon as you reach a file that is in non-compliance, discontinue the reviews in this category and note the provider for non-compliance. (Use the canned comment only)*
2. If found non compliant in any staff position category, the Director must review all staff files in the non compliant category and make appropriate corrections.
3. Advise the Director that a follow-up visit may be conducted and the file(s) found in non compliance in addition to others (randomly selected) will be reviewed.
4. Advise the Director to contact office when corrections have been made in order to note date corrected on Summary of Findings (SOF). Make follow-up visit if necessary.
5. If deemed necessary, copies of training certificates may be requested for verification purposes.
6. Conduct follow-up visit if necessary.

#### ***Notes:***

- ***This review process may also be used to check staff records for compliance with 13A.16.03.05C Staff Records.***
- ***Provider Training Certificates will not be maintained by the Regional Office.***
- ***Regional Manager will determine when to take enforcement action due to severe non compliance in continued training.***