

# Required Training

## Frequently Asked Questions & Clarifications



### Initial Program Orientation

- Conducted prior to assignment to children or task
- Completed by the Provider /Director, all Employees and Provisional Employees



### Health & Safety Orientation Training

- Completed within the first 90 days of employment
- 10 hours of training
- Completed by the Provider/Director, all Employees and Provisional Employees



### Annual Training

- Every calendar year after the first year of employment
- 10 hours in diverse training topics
- Completed by the Provider/ Director, all Employees and Provisional Employees

- **Is Initial Program Orientation different from Health & Safety Orientation Training?**
  - Yes, the initial program orientation is training regarding the specifics of your program operations.
  - This orientation is required for all Staff **prior** to beginning work in a program. Even the Director and Provider are required to have verification of completing this basic orientation, as verification that they are aware of the policies and practices governing the programs.
  - No state-approved training hours are given for this orientation. This orientation is conducted by a designated official in the program and should include the items listed in **Rule 591-1-1-.33(3) for CCLC** and **Rule 290-2-3-.07(7) for FCCLH**.
  - Verification of this orientation is required to be kept in the Staff person's file in the program. A sample form for this orientation can be found under the Staff Forms section of the appropriate facility type at: <http://www.decal.ga.gov/CCS/Default.aspx>
- **What is required to be covered in the Health & Safety Orientation Training?**
  - The training must address the following: prevention and control of infectious diseases (including immunization); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; 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; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development.
- **When should the Health & Safety Orientation Training be completed?**
  - This training is required to be completed within the first 90 days of employment.
  - Child Care Services will be evaluating your staff from the date of hire listed on their employment application to ensure that training is obtained within 90 days from date of hire.
- **How many hours is the Health & Safety Orientation Training supposed to be?**
  - This training must be at least 10 state-approved hours of training. State-approved trainings lasting more than 10 hours will also be accepted.

- **Does the Health & Safety Orientation Training transfer with a Staff person from one facility to the next?**
  - Staff will be allowed to transfer their Health & Safety Orientation Training if they change employment to another facility, if the following conditions are met:
    - The Health & Safety Orientation Training is an approved training course that is a minimum of 10 credit hours and meets the requirements specified by the rule.
    - The training has been obtained in the preceding 12 months
    - The training certificate is verifiable through the employee's GaPDS ([Georgia Professional Development System](#)) account
  - If the Health & Safety Orientation Training date is outside of the previous 12 months, the training was not approved for at least 10 credit hours, or the training certificate is not documented in the employee's GaPDS account, the Staff person will be required to take this training again, within their first 90 days of employment at a new facility.
- **Is a person allowed to take the Health & Safety Orientation Training year after year for annual training credit?**
  - No, this training cannot be taken to fulfill the annual training requirement more than once every 5 years. If Staff wish to retake the training as a refresher before five years is up, it may count as additional hours for annual training, but will **not** count towards the required 10 hours of annual training.
- **A five-year timeframe was mentioned for the Health and Safety Orientation Training. Does this mean that after five years you will be required to re-take the same Health and Safety Orientation Training?**
  - No, staff will not be required to take the 10-hour Health and Safety Orientation Training every 5 years. They may choose to retake the training after they have been employed with a program for at least 5 years. If it has been more than 5 years since they have taken the training, it will count toward their required 10-hours of annual training.
- **Where can I access the Health & Safety Orientation Training?**
  - This training must be completed through a state-approved trainer. It is important to remember that all virtual trainings must **never** be taken while supervising children. Proper supervision of children requires a staff members' full attention to ensure the health and safety of children in their care.
  - You can access the free, online trainings offered by the Department of Early Care and Learning (DECAL) at the following links:
    - [Health and Safety: Child Development](#)
    - [Health and Safety: Health and Nutrition](#)
    - [Health and Safety: Safety and Emergency Preparedness](#)
    - Please note that all three trainings must be successfully completed to meet licensing requirements.
  - Other additional state-approved trainings can be found by searching: <https://gapds.dec.al.ga.gov/>
- **Is a person that has not taken the 10-hour Health & Safety Orientation Training allowed to take this training and count it as their 10 hours of annual training?**
  - Yes, they will be able to take it **once**, in order to pick up the new components that were not previously included in the training, if their initial Health & Safety Orientation Training was not a 10 credit-hour training. After that one time, they will not be able to retake it again to meet their required 10 hours of annual training for at least 5 years.
- **Are CCLC staff still required to take transportation training every two years? Will the transportation training still count towards the 10-hour annual training requirement under the new diverse training rule?**
  - All CCLC staff members that participate in transportation are still required to complete transportation training and must re-take the training every two years. Initial and two-year renewals of transportation training will continue to count towards the 10-hour annual training requirement.
  - You can access DECAL's free, online transportation training at the following link: [Transportation Safety](#)
  - This training must be completed through a state-approved trainer. It is important to remember that all virtual trainings must **never** be taken while supervising children. Proper supervision of children requires a staff members' full attention to ensure the health and safety of children in their care.

- **Does CPR and First Aid still need to be completed within 90 days of hire? Does it now count towards the 10 - hour annual training requirement?**
  - There were no changes around the requirements for obtaining CPR and First Aid training. This training is still required to be completed within the first 90-days of employment. CPR and First Aid training **do not** count towards the 10-hour annual training requirement.
- **What is meant by diverse annual training?**
  - Annual training is required to be obtained by Staff year after year during their employment with your program.
  - Annual training is evaluated on a calendar year basis (January – December).
  - Annual training should be diverse in topics suitable to meet the needs of the individual person, as well as be of interest to them and assist them with job performance and job-related skills in the field of early care and education. Staff should be encouraged to obtain a variety of training year after year that is progressive in building knowledge about aspects of child care, and not retake the same types of trainings over and over again. Suggestions for training topics can be found in **Rule 591-1-1-.33(5) for CCLC** and **290-2-3-.07(9) for FCCLH**.
    - Examples of diverse annual trainings provided free, online include [CCS Food Allergies](#) and [CCS Risk Assessment](#).
  - It is important to remember that all virtual trainings must never be taken while supervising children. Proper supervision of children requires a staff members' full attention to ensure the health and safety of children in their care.

# Training at a Glance

## 1st Year of Employment

- Initial Program Orientation - prior to beginning work
- Health & Safety Orientation Training - within 90 days
- First Aid & CPR - within 90 days
- Transportation Training - prior to transporting (CCLC only & only Director and persons involved in transporting children)
- Nutrition Training- within first year of employment (CCLC only & only Director and cook)

## 2nd Year of Employment

- Minimum of 10 hours of diverse annual training building on previous knowledge
- Full calendar year to obtain (January-December)

## 3rd Year of Employment

- Minimum of 10 hours of diverse annual training - full calendar year to obtain (January-December)
- Transportation Training Renewal (CCLC only & only Director and persons involved in transporting children)
- CPR - before expiration date (expires every 2 years)

## 4th Year of Employment

- Minimum of 10 hours of diverse annual training - full calendar year to obtain (January-December)
- First Aid - before expiration date (expires every 3 years)