

# 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, to include volunteers, independent contractors, students-in-training, etc.



### 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 (see below for specifics)
- Completed by the Provider/ Director, all Employees and Provisional Employees



### Pediatric First Aid & CPR Training

- Completed within the first 45 days of employment
- Pediatric first aid training renewed every 3 years
- Pediatric CPR renewed every 2 years
- 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, volunteers, students-in-training, independent contractors, etc. **prior** to beginning work in or at 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 below:
  - The child care program's policies and procedures
  - The portions of the Child Care Learning Center (CCLC) or Family Child Care Learning Home (FCCLH) rules and regulations dealing with the care, health and safety of children
  - The Staff person's assigned duties and responsibilities
  - Reporting requirements for suspected cases of child abuse, neglect or deprivation
  - Communicable diseases and serious injuries
  - Emergency weather plans
  - The program's emergency preparedness plan
  - Childhood injury control
  - The administration of medicine
  - Reducing the risk of Sudden Unexpected Infant Death (SUID), which includes sudden infant death syndrome (SIDS)
  - Hand washing
  - Fire safety
  - Water safety
  - Prevention of HIV/AIDS and blood borne pathogens

- 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 health and safety topics:
  - 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 program)
  - 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
  - Child development to include all major domains (i.e., cognitive, social and emotional, physical development and motor skills, communication, language, and literacy, and approaches to play and learning)

- **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 evaluate child care program 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 program to the next?**

- Staff will be allowed to transfer their Health & Safety Orientation Training if they change employment to another program, 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. In total, this series of training will provide 15 hours of training credit.
  - Other additional state-approved trainings can be found by searching: <https://gapds.decals.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?**
  - 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](#)
  - Transportation safety 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.
- **When do [pediatric CPR](#) and [pediatric first aid](#) need to be completed after being hired? Does it now count towards the 10-hour annual training requirement?**
  - Pediatric CPR and pediatric first aid training must be successfully completed within the first 45 days of employment. Pediatric CPR and pediatric first aid training **does not** count towards the 10-hour annual training requirement.
- **What other requirements must be met concerning [pediatric CPR](#) and [pediatric first aid](#)?**
  - In all **CCLCs**, there must always be one staff person present in each classroom where children are present that has current and valid pediatric CPR and pediatric first aid training.
  - In all **FCCLHs**, the Provider, an Employee, or Provisional Employee with current evidence of the successful completion of pediatric CPR and pediatric first aid must always be present on the premises whenever a child is present.

- Current and valid evidence of the successful completion of pediatric CPR and pediatric first aid taught by a certified or licensed health care professional or trainer must be maintained on the child care program premises for every Provider/Director, all Employees, and Provisional Employees with direct care responsibilities.
  - Pediatric first aid and pediatric CPR certification dates can be entered into a GaPDS profile; however, these entries are not verified by Georgia Training Approval (GaPDS). Compliance will be verified by licensing consultants during on-site regulatory visits.
- During any field trip or transportation of children, there must always be a Provider/Director, Employee, or Provisional Employee present who has current evidence of the successful completion of pediatric CPR and pediatric first aid.

- **What is meant by diverse annual training?**

- A minimum of ten (10) hours of annual training offered by an accredited college, university or vocational program or other DECAL approved source is required to be obtained by all supervisory and caregiver staff year after year during their employment with your program.
- Annual training is evaluated on a calendar year basis (January – December), after the first year of employment.
- 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 to include:
  - At least two (2) hours in evidence-based, developmentally appropriate language and literacy practices
  - At least two (2) hours in on-going child development and health and safety related topics which could include
    - **Child Development** (e.g., developmental domains (cognitive; social and emotional; physical development and motor skills; communication, language, and literacy; approaches to play and learning), discipline and guidance techniques, children with special needs)
    - **Health** (e.g., nutrition and the support of breast feeding, physical activity, prevention and control of illnesses and infectious diseases, immunizations, prevention of and response to emergencies due to food and allergic reactions, cleanliness, sanitation, and the appropriate disposal of bio contaminants)
    - **Safety** (e.g., prevention of Sudden Unexpected Infant Death (SUID) which includes Sudden Infant Death Syndrome (SIDS) and the use of safe sleeping practices, medication administration, injury control and prevention, transportation, handling and storage of hazardous materials, identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic, and emergency preparedness planning and response)
    - **Child abuse and neglect** (e.g., identification and reporting, meeting the needs of abused and/or neglected children, prevention of shaken baby syndrome, abusive head trauma and child maltreatment)
  - No more than two (2) of the 10 hours in business-related topics (e.g., parental communication, recordkeeping, management, business planning, etc.).
    - *It would be permissible to obtain additional business-related topics as extra training hours on top of the required 10 hours of annual training, resulting in more than 10 hours of training annually.*
- 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 retaking the same types of trainings over and over again.
- While the annual 10-hour training requirement is a regulatory minimum, staff are encouraged to invest additional time in professional development to enhance skills and knowledge to provide higher quality care, remain informed of best practices, current research, and emerging trends in early childhood development, health, and safety.
- It is important to remember that all virtual trainings must never be taken while supervising children. Proper supervision of children requires staff members' full attention to ensure the health and safety of children in their care.

- Evidence of the completion of annual training must be documented and maintained in each Staff member's personnel file and/or Georgia's workforce registry and professional development system (i.e., Georgia Professional Development System (GaPDS)) and be made available to DECAL for inspection upon request.
- **What are the new annual training requirements for the evidence-based, developmentally appropriate language and literacy practices?**
  - Every Director/Provider, Employee, and Provisional Employee must obtain a minimum of two (2) hours of annual evidence-based, developmentally appropriate language and literacy practices training offered by an accredited college, university or vocational program or other DECAL approved source.
- **How do I know if the language and literacy training I am taking meets DECAL requirements and will count toward the required 2 hours needed annually?**
  - You can verify that the language and literacy training is approved by DECAL in one of two ways:
    - The training certificate must have the following statement, "State-approved by Georgia Department of Early Care and Learning and meets the Early Language and Literacy Lab training requirement".
    - AND/OR**
    - Within the GaPDS system, the training is indicated as approved with the following Language and Literacy Lab icon .
  - For calendar year 2025, if your language and literacy training was obtained prior to July 1, 2025, the training will not contain the approval statement or icon. In this case, the training must meet the following criteria: verified as a state-approved training, provided by a state-approved trainer, be at least two (2) credit hours, and be verified as content for language and literacy.

# Training at a Glance

## 1st Year of Employment

- Initial Program Orientation - prior to beginning work
- First year training begins at the staff's hire date and ends at the first-year anniversary of employment. For example: Hire date: 5/1/25, First Year Anniversary: 5/1/26, First year training should be completed by 5/1/26.
- Health & Safety Orientation Training - within 90 days
- Pediatric First Aid & Pediatric CPR - within 45 days
- Transportation Training - prior to transporting (CCLC only & only Director and persons involved in transporting children)
- Food Preparation and 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 to include at least two hours of evidence-based, developmentally appropriate language and literacy practices, at least two hours of on-going child development and health and safety related topics, and no more than two hours of business related topics.
- Full calendar year to obtain (January-December)

## 3rd Year of Employment

- Minimum of 10 hours of diverse annual training building on previous knowledge to include at least two hours of evidence-based, developmentally appropriate language and literacy practices, at least two hours of on-going child development and health and safety related topics, and no more than two hours of business related topics- full calendar year to obtain (January-December)
- Transportation Training Renewal (CCLC only & only Director and persons involved in transporting children)
- Pediatric CPR - before expiration date (expires every 2 years)

## 4th Year of Employment

- Minimum of 10 hours of diverse annual training building on previous knowledge to include at least two hours of evidence-based, developmentally appropriate language and literacy practices, at least two hours of on-going child development and health and safety related topics, and no more than two hours of business related topics- full calendar year to obtain (January-December)
- Pediatric First Aid - before expiration date (expires every 3 years)