

# Required Training

## Clarifications for Exempt Programs



Exempt Programs with an approved Category One (1) or Seven (7) that receives Child and Parent Services (CAPS) subsidies, must meet the training requirements stated below:

- Exempt Program staff with direct care of children responsibilities must complete a minimum of 10 hours of state approved Health & Safety Orientation training, plus CPR & First Aid training (if not currently certified) within the first 90 days of employment.
  - Staff who provide direct care to children include, but are not limited to, lead teachers, assistant teachers, and substitutes.
  - Staff who do not provide direct care could include assistant directors, cooks, administrative staff, or maintenance and housekeeping staff; however, if any of these employees provide direct care to children at any time, they must obtain the required Health & Safety Orientation Training, as well as valid and current CPR & First Aid Training prior to providing care.
  - Child Care Services (CCS) will use the hire date listed on staffs' employment applications to ensure the required amount of training was obtained within the first 90 days of employment.
- Health & Safety Orientation training:
  - Will count for 10 hours of state approved training.
  - Qualifies first-year training requirements.
  - Does not replace the initial staff program orientation, which is still required by the standards.
  - Only needs to be completed once (does not need to be renewed).
- The Department of Early Care and Learning (DECAL) offers free, online Health and Safety Training classes available through the Georgia Professional Development System (GaPDS) website at [www.gapds.dec.al.ga.gov](http://www.gapds.dec.al.ga.gov).
  - 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 DECAL at the following links:
    - [Health and Safety: Child Development](#)
    - [Health and Safety: Health and Nutrition](#)
    - [Health and Safety: Safety and Emergency Preparedness](#)

- There must always be a staff person present with the children in the Exempt Program who holds a valid and current certification in CPR and First Aid.
- CPR & First Aid trainings must be renewed as required:
  - CPR - before expiration date (expires every 2 years)
  - First Aid - before expiration date (expires every 3 years)
  - CPR and First Aid training **do not** count towards the 10-hour annual training requirement.
- First Year Training and Ongoing/Annual Training:
  - First year training begins on the staff's date of hire and ends at the one-year anniversary of employment.
  - Example: Hire date: 5/1/23  
First Year Anniversary: 5/1/24  
First year training should be completed by 5/1/24.
  - When the program has a Health and Safety Monitoring Visit after this time, the consultant will review the staff's first year training to ensure the required ten hours (10) were completed between 5/1/23 and 5/1/24.
- All caregiver staff hired **before** October 1, 2019, were required to obtain a minimum of ten (10) clock hours of training during their first year of employment.
- Ongoing/Annual training begins the January after the first-year anniversary of employment and ends in December of that calendar year.
  - Example: Hire date: 5/1/21  
First Year Anniversary: 5/1/22  
Annual Training Year Begins: 1/1/2023 - 12/31/2023
- After the first year of employment, ten (10) hours of ongoing/annual training are required to be obtained by all exemption staff, year after year (January through December), during their employment with the child care program.
- Training topics should cover information regarding child development, discipline, guidance, nutrition, injury control and safety, health, sanitation, disease control, cleanliness, detection and disposition of illness, child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business-related topics, including parental communication, recordkeeping, etc.
- Trainings obtained by staff should be approved by DECAL through the GaPDS website, or an accredited college, university, or vocational program relating to the staff's job responsibilities.