

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(2) for CCLC** and **Rule 290-2-3-.07(6) 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?**
 - Effective 10/1/19, this training has been revised to be at least 10 state-approved hours of training.
- **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 10-hour training meeting the new requirements
 - 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 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. You can access a free, online training offered by Better Kid Care (through Penn State) at the following link:
<https://extension.psu.edu/programs/betterkidcare/early-care/ccdbg>
 - Other additional state-approved trainings can be found by searching:
<https://gapds.dec.al.gov/>
 - State-approved trainers are in the process of updating their trainings to meet the new 10-hour requirement. All trainers/trainings should be updated to be compliant with this requirement by 10/1/19.
- **Do current staff need to retake the new 10-hour Health and Safety Orientation Training?**
 - No, current staff are not required to go back and re-take the new 10-hour Health and Safety Orientation Training if they have already taken a Health and Safety Orientation Training (even if it was only 6 hours at the time).
- **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.
- **I have a staff member who is just started, and their first 90 days ends in October and I want them to take the 10-hour Health and Safety Orientation Training now. If the new employee takes the 10-hour Health and Safety Orientation Training before October 1, 2019 will it currently count as their first-year training?**
 - First year training requirements will remain the same for any staff person hired before October 1, 2019. However, if the staff person takes the **10-hour** Health and Safety Orientation training, they will be meeting their first year 10-hour training requirement and no additional training would be required within their first year of employment (other than First Aid and CPR, and nutrition, and transportation training (if applicable for CCLCs) as these are separate training requirements).
- **Will the webinar be available online on the DECAL website?**
 - A webinar recording of this information is now available and can be accessed along with information on the proposed rule changes at the following link: <http://www.dec.al.gov/CCS/ProposedRevisions.aspx>
- **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.
- **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.

- In a FCCLH a least one staff must always be present with current CPR and First Aid training. Does this need to be completed by October 1, 2019 or can it be completed 90-days after October 1, 2019?
 - This is required to be obtained **by** October 1, 2019. Effective October 1, 2019, there must always be someone present with the children, that holds a valid and current certification in CPR and First Aid.
- 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**.

Training at a Glance

