



# Guidance for Early Childhood Health and Safety Trainers (EC HSTs)

For September 25, 2025 and Beyond

## Overview

To meet the training needs of early learning providers, the LDOE, in consultation with the LDH, established the requirements for the Early Childhood Health and Safety Trainers (EC HSTs). The LDOE is now the agency responsible for approving and providing guidance to the EC HSTs. As of October 1, 2024, the LDOE-approved EC HSTs are the only authorized providers of the live health and safety-related trainings required for early learning providers.

The LDOE has implemented these next steps to ensure that child care providers have the training to comply with Bulletins 137 and 139 as of October 1, 2024. These actions ensure that providers have accessibility to health and safety and medication administration training administered by qualified trainers.

## Professional Requirements for LDOE-Approved Trainers

In July 2024, the LDOE [codified policy](#) that outlines and ensures that the trainers have the knowledge and credentials necessary to provide training on these topics.

The codified policy states that individuals providing the healthy and safety training and medication administration training must be included in the Department's registry of approved trainers.

Health and Safety training must be taught by one of the following individuals:

- licensed nurse,
- licensed physician,
- licensed physician's assistant,
- licensed social worker, or
- licensed nutritionist

Medication Administration training must be taught by one of the following individuals:

- licensed nurse,
- licensed physician,
- licensed physician's assistant,
- licensed paramedic, or
- licensed EMT

## Approved Training Topics by Level:

Level 1 EC HSTs:

- Infectious disease
- Health and safety
- Food service preparation

Level 2 EC HSTs:

- All areas listed under Level 1
- Medication administration

Level 3 EC HSTs:

- Medication administration only

## Training Formats

Approved EC HSTs can provide trainings in the following formats:

- In-Person Trainings
  - In-person trainings are sessions in which trainers and participants engage in real time in a shared physical space.
  - In-person trainings can be held at individual child care sites or public meeting places that are easily accessible to participants.
- Live, Synchronous Remote Trainings
  - Live, synchronous trainings must be conducted using a video conferencing platform with live, synchronous instruction that allows for live, active participation and the options for participants to ask questions and receive feedback from the trainer.
  - Examples of live platforms include, but are not limited to, Zoom, Microsoft Teams, Skype, and Google Meet.

## Required Training Components

All trainings facilitated by approved EC HSTs must include the following:

- Participant sign-in sheets
- Pre- and post-tests of knowledge
- Session satisfaction surveys
- Copies of slide decks, handouts, and all other materials utilized to facilitate the training

EC HSTs should maintain copies of these documents for a minimum of three years from the date of training.

## Sign-In Sheet Requirements

### In-Person Training

Sign-in sheets must include each of the following:

- Training Topic
- Training Location
- Trainer name and agency name (if applicable)
- Date and time of training
- Participant names
- Participant signatures

- Participant e-mail addresses

### **Live, Synchronous Remote Training**

Sign-in sheets must include the following:

- Proof of attendance from the Virtual Meeting Platform

EC HSTs must add the following information to this document:

- Training Topic
- Training Location
- Trainer name and agency name (if applicable)
- Date and time of training
- Participant names
- Participant e-mail addresses

The LDOE can request sign-in materials from any EC HST at any time, and EC HSTs are required to provide these materials upon request. EC HSTs should maintain copies of these documents for a minimum of three years from the date of training.

## **Examples of Appropriate Topics**

Appropriate training topics are not limited to but may include the following:

Infectious Disease

- Prevention and Control of Infectious Diseases (including immunizations)

Health and Safety

- Hand Washing
- Safe Sleep
- Active Supervision
- Preparation for and Response to Emergencies Due to Food and Allergic Reactions

Food Service Preparation

- Nutrition (including age-appropriate feeding)
- Safe preparation practices

Medication Administration

- Administration of Medication, Consistent with Standards for Parental Consent

All Early Childhood Health and Safety Trainings should include the following:

- Research-aligned content focused on health and safety topics appropriate for and in early childhood settings
- Participant engagement opportunities
- Real-life examples and scenarios across early childhood settings
- Ongoing checks for knowledge and understanding

The LDOE will not review and approve presentations and training materials. However, should there be questions about the content presented, the LDOE may request copies of these materials from approved EC HSTs.

## Training Certificates

A completed training certificate must be issued to each participant. EC HSTs should design their own certificates, using any color paper, that shall include all of the following:

- Participant's name
- Training topic
- Number of training hours\*
- Date of training
- EC HST's name, trainer number, and signature
- *LDOE-approved EC HST logo - can only be used on certificates*
- Agency logo if applicable

*\*Clock hour credit must reflect actual active learning time and is not inclusive of breaks. Adjustments must also be made in instances of late arrival or early dismissal.*

## EC HST Application

In alignment with current policies, the application for new EC HSTs will open twice per year, in June and in December. The EC HST application will remain open from the 1st through the 15th of each of those months, and EC HST certificates will be issued by the last calendar day of those months.

The registry of current EC HSTs will continue to be shared with the following:

- Louisiana Pathways
- Child Care Association of Louisiana
- LDOE Licensing Consultants
- Louisiana Department of Health–Sanitarian Services

## Early Childhood Health and Safety Trainer Renewals

Current EC HST certificates expire on the date of the EC HST's applicable license. In order to renew trainer certificates, EC HSTs should e-mail a copy of their updated licensure within 60 days of renewal to [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

Current EC HSTs DO NOT need to complete a new application for EC HST unless their previous certification is lapsed by more than 60 days.

## Registry of Approved Trainers

The LDOE shares the list of approved EC HSTs with the following:

- Louisiana Pathways
- Child Care Association of Louisiana
- LDOE Licensing Consultants
- Louisiana Department of Health–Sanitarian Services

## EC HST Communication Best Practices

LDOE-approved EC HSTs are encouraged to engage in the following best practices when communicating with the LDOE and other EC HSTs:

- Partner to share ideas and best practices for effective training resources and engagement strategies with other EC HSTs
- Maintain a consistent e-mail address that is used for all EC HST communications
  - Check the e-mail inbox associated with your EC HST application regularly for information and updates from the LDOE
- Send questions directly to the LDOE via e-mail to [EarlyChildhood@la.gov](mailto:EarlyChildhood@la.gov)
  - Remember that the primary contact for all EC HST information is the LDOE

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.