

Louisiana Department of Education

Child Care Development Fund

Policy Number:	PC-0140
Policy Name:	Required Training for Family Child Care, In-Home and School Providers
Responsible Unit:	Provider Certification
Contact:	Veronica Buckley
Initial Effective Date:	06/01/2018
Revised:	

Purpose:

The following procedure identifies required training requirements for Providers that participate in CCAP and the methods that Provider Certification uses to verify and regulate these requirements in accordance with Bulletin 139.

I. TRAINING REQUIREMENTS FOR PROVIDERS

- A. Pre-Service Orientation Training is completed prior to initial certification and renewal. This is obtained by provider accessing www.louisianabelieves.com, Early Childhood, Publicly-Funded Providers, Training and Technical Assistance then clicking on the link Pre-Service Orientation.
 - 1. This serves as four-hours of training credit
 - 2. Pre-service orientation training counts towards the annual training requirement in the certification period taken, but can only be used one time.
- B. Family Child Care Providers and In-Home Providers must complete 12 clock hours of training annually in safety and health topics and job-related subject areas approved by the department.
- C. School Child Care providers must have in place procedures and training that are included in other applicable BESE Bulletins on the required safety and health topics. The provisions of these requirements including policies and practices to ensure compliance of these health and safety requirements for Public CCAP School Based Providers are covered in BESE Bulletin 135 – Safety and Health, Bulletin 741 – (Public) Handbook for School Administrators and Bulletin 119 – School Transportation Specifications & Procedures; and Non-Public CCAP School Based Providers in Bulletin 741 (Non-public) Handbook for School Administrators.

II. REQUIRED HEALTH AND SAFETY TRAINING TOPICS PURSUANT TO CCDF RULE

- A. The following ten safety and health topics are:
 - 1. Prevention and control of infectious diseases (including immunization);
 - 2. Prevention of sudden infant death syndrome and use of safe sleeping practices, if applicable;
 - 3. Administration of medication, consistent with standards for parental consent;
 - 4. Prevention of and response to emergencies due to food and allergic reactions;

5. 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;
 6. Prevention of shaken baby syndrome and abusive head trauma, if applicable;
 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event;
 8. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 9. Precautions in transporting children (if applicable);
 10. First aid and cardiopulmonary resuscitation (CPR).
- B. Family Child Care and In-Home Providers must meet the training requirements of 12 clock hours of training annually that includes the topics listed above with the exception of CPR & First Aid. CPR and First Aid are required at initial certification and renewal and are not counted toward the 12 hour annual requirement.

III. HOW PROVIDER OBTAINS TRAINING

- A. Go to www.louisianabelieves.com, Early Childhood, Publicly-Funded Providers, Training and Technical Assistance where there are links to most of the required training.
- B. Other online training courses can be found at www.udemy.com including Early Learning Development Standards (ELDs) and Bulletin 137 Licensing Regulations.
- C. Contact their respective [Child Care Resource and Referral Agency](#).
- D. Contact Provider Certification for more information or questions on how to obtain required training.

IV. VERIFICATION OF PROVIDER COMPLETION OF REQUIRED TRAINING

- A. For items required at initial certification and renewal, provider must submit all required documents and verifications within the 30 day application processing period. Verifications submitted upon certification and renewal includes:
 1. Verification of Pre-Service Orientation training
 2. Verification of First Aid training and CPR training for Family Child Care and In-Home Providers
 3. CCAP School Child Care providers must submit completed and signed CCAP School Child Care Provider Assurances for CCDF State Plan Compliance With Health and Safety Requirements.
 4. Verification of 12 clock hours of training annually must be submitted at renewal for Family Child Care and In-Home Providers.
- B. Verifications and required documents may be uploaded via CAFÉ (preferred method), ProviderCertification@la.gov, faxed to us at 225.342.4180, or mailed to: CCAP Provider Certification, P. O. Box 2510, Baton Rouge, LA 70821.

IV. PROVIDER CERTIFICATION RESPONSIBILITIES

Upon receipt of verifications of required training and forms mentioned in this procedure, Provider Certification staff shall follow steps outlined in the Procedure for each provider type and Procedure entitled Provider Records.