

# New Staff Orientation Frequently Asked Questions



## **1. Are all employees required to complete the training?**

All child care staff members who are responsible for caring for children and are used in staff/child ratio are required to complete the training within 90 calendar days of beginning employment. Due to the length of the training and the review of policies which must be completed, it is recommended that your program devise a training schedule which accommodates the 90 day timeline.

## **2. Do currently existing staff have to complete the training?**

No, only staff employed after November 1, 2010 are required to complete the training. However, because the training contains important information, all staff members are welcome and encouraged to use the training as a refresher course. The training, or modules of the training, could be used at a staff meeting for group discussion; or for review if the program has been cited for non-compliances in specific content areas.

## **3. If my new employee has already completed the training during previous employment at another child care program, do they need to re-take the training?**

They do not have to complete the entire training again. They do need to have a signed copy of the [JFS 01246 Orientation and Policy Review Statement](#) that was completed when they originally took the orientation training from their previous employer. You will then need to review any parts of the training that they have not completed that are now applicable (such as diapering procedures, if their old program did not serve diapered children and yours does.) You will also need to review your program's policies and procedures as these are specific to your program. Once this is complete you will sign a new JFS 01246 indicating that this training has taken place. Both the newly signed form and the copy of the one from the previous employer should be kept in the employee's file for review.

## **4. Does the administrator have to be the one who conducts the training?**

The training is designed as a web-based training, which allows for the new staff member to review the material at their own pace. However, the policy/procedure review must be reviewed with the administrator or a designee who meets administrator qualifications.

## **5. Can the time spent completing the training be counted for required ODJFS in-service hours?**

Yes, individuals can count up to five hours toward required in-service hours. If an employee completed the training with a previous employer and has a completed JFS 01307 In-Service training form, documenting five hours of training, no additional hours may be granted for the review. They cannot count additional hours completed with the new employer.

**6. Are all staff required to complete all modules of the training? Do they have to be completed in order?**

Staff are required to complete the modules that are relevant to the program. For example, if the program does not participate in field trips or take the children swimming, the module covering that content area can be skipped. Although it is recommended that the modules be completed in order, it is not required.

**7. What if the program does not have access to the internet?**

Every effort should be made for the employee to complete the training using the Web-Based Training available on the ODJFS, Bureau of Child Care and Development website. If the employee is unable to complete the training while at the child care program, some alternate areas where it could be completed include a local library, local resource and referral agency, or the employee's home. If these options are not possible, please refer to the [Administrator Instructions](#) for details on alternate ways to access the training.

**8. Do I have to keep documentation that my new staff have completed the training?**

Yes, after your new staff member has completed the orientation curriculum, they should sign a copy of the [JFS 01246 Orientation and Policy Review Statement](#). A copy of the statement should be kept in the staff member's file for review.

**9. How long will the training take to complete?**

The length of time will depend on the pace of the individual who is completing the training and their familiarity with the material. Because each module has policies and procedures which must be reviewed, it is recommended that the orientation process begin as soon as possible once a child care staff member is hired in order for it to be completed within the required 90 days.

**10. Is there a test I must pass after I complete the training?**

No, there is not a test that the staff member must pass after completion of the training. Although there are quizzes at the end of each module which review important information, it is not a requirement that an employee pass the quiz before proceeding to the next module.

**11. What should I do if I'm having problems printing off the attachments from the Web-Based training?**

If you are experiencing difficulty in printing off the attachments, you can also access them by clicking on the "Attachments" link on the front page of the New Staff Orientation.