



**Child Care Program Training Requirement Reminders
Ohio Administrative Code 5101:2-12 and 5101:2-13
April 2017**

REQUIRED LICENSING TRAINING RESOURCES					
Training	Summary	Due Date	Documentation of Completion	Location	Length
Child Care Staff Orientation	Type A and Type B Home providers licensed prior to 12/31/16 and child care staff members (CCSM) hired prior to 12/31/16 must take this orientation because it has been updated to include information required by new federal child care training requirements.	June 30, 2017	Completion of the training should be documented on the JFS 01307 "Professional Development Documentation for Child Care" and kept on file at the program. The administrator shall sign at the bottom of the JFS 01307 to attest that the child care staff member completed the training.	ODJFS Child Care Website	1 hr 57 mins run time Activities may be completed to re-inforce the topics covered which may increase the time to complete the training.
	New CCSMs may be used in ratio but may not have sole care of children until the orientation is completed.	CCSMs (hired after 12/31/16) must complete training within 30 days of starting employment.			
Child Care Transportation Training (created by ODJFS)	Training must be completed by CCSMs or employees transporting children prior to transporting children.	Family Child Care providers and CCSMs employed on or prior to 12/31/16 must complete the training by June 30, 2017 .	Document the successful completion of training on the JFS 01276 "Health Training Documentation for Child Care" for each staff member who is required to complete the transportation training.	ODJFS Child Care Website	23 mins 35 secs

Child Abuse Overview	Every administrator, child care staff member, including substitutes, shall be current with the ODJFS prescribed one-hour child abuse overview which is valid for two years, unless the child care staff member is current with the six-hour training or three-hour refresher course.	Administrators and CCSMs employed on or before 12/31/16 must complete the one-hour training by June 30, 2017	Completion of the training should be documented in the "Child Abuse Prevention" section on the JFS 01276 "Health Training Documentation for Child Care." Please note in the "Other Hours" section of the JFS 01276 that the one-hour child abuse overview training was completed. The administrator shall sign the "trainer section" to attest that the child care staff member completed the training and keep a copy of the form on file at the program.	ODJFS Child Care Website	1 hr
		New administrators and CCSMs (including substitutes for CENTERS ONLY) hired after 12/31/16 must complete the training within 30 days of hire. Family Child Care CCSMs must have completed the training prior to being left alone with children.			
Administrator Rules Training	Required training for new administrators of ODJFS licensed child care centers. This training is required within six months of their appointment and every five years thereafter.	Any current administrator who completed the course prior to December 31, 2016 shall complete the updated training by December 19, 2021.		In-person trainings held throughout the state. Please register via the OPR.	

REQUIRED STEP UP TO QUALITY (SUTQ) TRAINING RESOURCES

Training	Summary	Due Date	Documentation of Completion	Location	Length
Step Up To Quality Professional Development Certificate courses	Step Up To Quality professionals are required to take Ohio's Approach to Quality and Ohio's Overview of Child Development. Both classes count toward the professionals required PD hours.	June 30, 2017	At the completion of each course, completion will be displayed in the Ohio Professional Registry (OPR). Administrators can also verify completion of the course through the Organization Dashboard (formerly the Director's Information Portal) which is available through the OPR.	The Ohio Professional Registry (OPR)	5 hrs total

OTHER TRAINING RESOURCES			
Training	Summary	Location	Length
Child Care Center Overview Training of Rule Revisions	Overview of child care center licensing rule changes effective 12/31/16. *Please note, the training is current as of the date of it's development. There might be	ODJFS Provider Training Website	45 mins and 49 secs
Family Child Care Overview Training of Rule Revisions	Detailed rule training covering 12/31/16 licensing rule changes for family child care home providers.	ODJFS Provider Training Website	2 hrs 49 mins
Emergency Preparedness Plan Training	Training covers a variety of topics and includes resources to assist programs in being prepared for emergencies.	ODJFS Provider Training Website	25 mins
Pre-licensing Orientation Training	Training must be completed by prospective child care providers and in-home aids prior to submitting an application for licensure/certification.	ODJFS Website	Depends on training