Child Care Staff Member Orientation Training: Frequently Asked Questions

1. Are all employees required to complete the training?

All child care staff members (CCSMs) who are responsible for the care and supervision of children in a licensed child care center or family child care home must complete the orientation training within 30 days of starting employment. Due to the length of the training, and the required review of policies, it is recommended that your program devise a training schedule to meet the 30-day requirement.

2. Do currently employed child care staff have to complete the training?

All CCSMs employed before Dec. 31, 2016, must complete the orientation training no later than June 30, 2017. CCSMs hired between Dec. 31, 2016, and Jan. 13, 2017, have until Feb. 13, 2017, to complete the training.

3. If my new employee has already completed the training during previous employment at another child care program, does he/she need to re-take the training?

Only if he/she completed the orientation training more than five years ago or worked in a different type of child care setting when it was taken. A copy of the JFS 01307, “Professional Development Documentation for Child Care,” should be kept in the CCSM’s file for review. This form should move with the CCSM if he/she changes employers.

4. Does the family child care provider or child care center administrator have to conduct the training?

The training is available only as an online, web-based training. This allows new CCSMs to review the material at their own pace. However, they must review the policy/procedure portion of the training with the family child care provider, child care center administrator or a designee who meets the administrator qualifications.

5. Can the time spent completing the training be counted for the required ODJFS professional development training hours?

Yes. CCSMs may receive up to six hours of professional development training credit for completing the orientation training.

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

The training includes eight modules that must be completed and that will run in order. However, after a module is completed, the viewer can go back and review any previously viewed sections in any order.

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

If the CCSM is unable to complete the training while at the child care program, the training can be completed at an alternate location, such as a local library, a local resource and referral agency, or the CCSM’s home. The policy/procedure review portion of the training can be completed anywhere. It uses a training packet, which includes the program’s own written policies, and can be printed.

8. Do I have to keep documentation that my CCSMs have completed the training?

Yes. After a new CCSM completes the orientation training, the family child care provider or child care center administrator should complete and sign a JFS 01307, “Professional Development Documentation for Child Care.” A copy of the JFS 01307 should be kept in the CCSM’s file for review.

9. How long will the training take to complete?

That depends on the individual completing the training and his or her familiarity with the material. Because each module has policies and procedures that must be reviewed, it is recommended that the training begin as soon as possible after a CCSM is hired to ensure that it is completed within the required 30 days.

10. Does this training include any tests?

There are quizzes at the end of each module. These review important information and must be completed before proceeding to the next module.