

TO: Licensed Child Care Center and Group Child Care Home Providers

FROM: OEC Division of Licensing

RE: Health and Safety Training Requirements of Child Care Center/Group Child Care Home Regulations

DATE: February 14, 2025

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The Office of Early Childhood (OEC) is providing information about new health and safety training requirements for all program staff based on recent changes to the child care center and group child care home regulations.

Section 19a-79-4a(h) of the Regulations of Connecticut State Agencies requires written verification of professional development for each program staff member, as detailed below, and the designated Director. Such staff must complete not later than three months after the date of hire or not later than April 1, 2025, health and safety training in accordance with 45 CFR § 98.44(b)(1) designated by the Office. Program staff hired after April 1, 2025 shall complete, not later than three months after the date of hire, the health and safety training in accordance with 45 CFR §98.44(b)(1).

The training included with this regulation was previously only a requirement of programs receiving Care 4 Kids. However, the requirement now applies to all program staff and the designated director working in licensed child care centers and group child care homes, regardless of whether the program participates in Care 4 Kids. Any program staff member or the designated director who was identified in the Office's Early Childhood Professional Registry as having satisfied the health and safety training on or prior to April 1, 2025 has already met the professional development specified above.

### **Who needs to meet the one-time health and safety orientation?**

All program staff, sixteen years of age or older, responsible for the direct care of children, which includes teachers, volunteers, and designated directors of licensed child care centers and group child care homes must meet this requirement. Staff employed by a child care center or group child care home who are not involved in the direct care of children and do not have unsupervised access to children are not subject to this requirement. Programs who have previously identified "volunteers" in the Background Check Information System (BCIS) should assess whether such individuals are counted in ratio, provide direct care to children, or have the potential for unsupervised access to children. <sup>1</sup>

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<sup>1</sup> Individuals who have completed background checks and are designated as "volunteers" on a program's roster but neither provide direct care to children nor have the potential for unsupervised access to children are, by definition, "visitors," and would not be subject to this training requirement. Programs should take measures to update the designation of staff members accordingly by only including individuals who are responsible for the direct care of children or have the potential for unsupervised access to children on their BCIS rosters. Please reach out to your Licensing Specialist or the OEC Licensing Help Desk should you need assistance on evaluating who may be considered a "volunteer" vs. a "visitor."

### What are the options for meeting the one-time health and safety orientation?

There are two options available:

- Individuals who hold OEC licensing approved first aid, CPR, and medication administration certificates and upload the certificates to their OEC Registry account may complete the *Partial Required Topics* online health and safety training via their Registry account; or
- Individuals who do not hold valid first aid, CPR, and medication administration certificates must complete the *All Required Topics* online health and safety training via their Registry account.

### How long do I have to complete the one-time health and safety orientation?

Current staff have three months after their date of hire or not later than April 1, 2025 to complete the training. Program staff hired after April 1, 2025 must complete the training no later than three months after their date of hire.

### How can I complete the one-time health and safety orientation?

You'll need to have an OEC Registry account with confirmed employment in the Registry at your early care and education program to access the online training needed for both health and safety orientation options. Follow these easy steps.

1. Log in to your free [OEC Registry account](#).
  - a. If you have **never** had an OEC Registry account, [open your account](#) and pick your program in the employment section. When you complete this, your program's administrative access user will get a message to log in and confirm that you work at the program. Then you will have access to benefits including the **free unlimited online training**.
  - b. If you had an OEC Registry account at any time, but can't recall how to access it, contact [your Registry staffer](#) for help. Don't make a new account!
2. Click on *Online Training*, review the orientation requirements, and then click into the library.
3. Click *Courses* on the left menu.
  - a. For the **All Required Topics**: go to *Certificates and Pathways*. You will complete a series of modules. Remember to take the final quiz after you finish all the modules.
  - b. For the **Partial Required Topics**: go to *Course Catalog* > from the *Course Categories* drop down menu, choose *CT Health and Safety Trainings*. Remember to upload your first aid, CPR and medication administration certificates to your account.

Note that you can start trainings, then log in and out until finished. Unfinished training will be in your *Courses > In Progress Courses* (Partial Required Topics) or *In Progress Certificates* (All Required Topics) until finished.

### How do I know if staff in my program have met the one-time health and safety orientation?

1. For individuals: Program administrators should direct staff to log into their OEC Registry account and go to My Tools and Settings. The top right box on your Education and Training Report shows if they have completed the orientation. The training is portable, meaning that once a person meets the training requirement they meet regardless of any change in employment.

2. For program administrators: To check staff and program compliance in the OEC Registry, log in to your OEC Registry account and go to *Program Administration*, then *OEC Health and Safety Orientation Report*. Note that this report currently shows compliance for Care4Kids and will be changed early spring to show licensing compliance as well.

**Can I use my free unlimited access to online training in the Registry toward my 1% annual ongoing professional development hours?**

Yes, and all completions for the past 12 months will automatically show on your *Education and Training Report*, so you don't have to upload completion certificates. On and after April 1, 2025, annual training must include content as defined in 45 CFR § 98.41(a)(1)(i) to (a)(1)(xi). Such training may include, but is not limited to, early education and child development, licensing and regulations, emergency preparedness, prevention and control of infectious diseases, prevention of sudden infant death syndrome and use of safe sleep practices, administration of medication, prevention and response to emergencies due to food and allergic reactions, building and physical premises safety, protection from hazards, bodies of water, and vehicular traffic; handling and storage of hazardous materials and the appropriate disposal of bio contaminants; child maltreatment, prevention of shaken baby syndrome and abusive head trauma, precautions in transporting children, pediatric first aid and cardiopulmonary resuscitation, nutrition and programming for children with disabilities or special health care needs.

**How will OEC monitor whether all staff have completed the trainings by April 1, 2025, or within three months of hire if hired on or after April 1, 2025?**

During an inspection, OEC Licensing Specialists will ask to see written verification of completion of the training for staff as part of their review of staff records. Programs may ask staff to print from their OEC Registry account verification of completion of the health and safety training to keep in an individual staff file, or the program administrator may print the OEC Health and Safety Orientation Report to make available for review. Licensing Specialists will consider a programs effort to comply with this new requirement.