

Criteria for Meeting the 8-hour Training Requirement For Registered Family Child Care Providers

Renewal Applications: **Eight** hours of training are **required** for renewal of registered family child care licenses. The training **must** be taken during the two years preceding the renewal date. If more than eight hours of training is taken in the two years, the Division will accept documentation for, and record as many hours of training related to child care submitted to the Division.

Reopen Applications: **Eight** hours of training are **required** for the reopen of a registered family child care license. The eight hour requirement will be prorated for previous license periods of less than two years.

Subject Matter: Training must be **related to the Core Knowledge Categories in the Oregon Registry** in order to count toward the 8-hour training requirement. These categories are:

- Diversity
- Families & Community systems
- Health, Safety and Nutrition
- Human Growth and Development
- Learning Environments & Curriculum
- Observation and Assessment
- Personal Professional & Leadership Development
- Program Management
- Special Needs
- Understanding & Guiding Behavior

NOTE: At least four clock hours of the eight hours of training must be related to child development.

Ways to Meet the Requirement: The 8-hour training requirement can be met in a variety of ways. These include, but are not limited to: workshops, college courses, child care resource and referral classes, on-line courses through a Child Care Division (CCD) recognized organization, conference, and at-home training through a CCD recognized source such as “Perpetual Preschool, Everyday TLC, and Care Courses.” All trainings offered by a certified community or master trainer will be accepted. Trainings offered by a registered sponsoring organization will be accepted. The Oregon Center for Career Development in Childhood Care and Education/Oregon Registry at PSU certifies trainers and registers sponsoring organizations. **For training availability and other training resources, please visit www.oregonchildcaretraining.org.**

Methods of Training: Training obtained in a classroom setting gives the provider the added experience of discussing ideas with other professionals and an instructor. Therefore, the Division strongly recommends that some of your training hours be obtained in a classroom setting. If you do not utilize classroom training as part of the eight hours of training, the Division recommends you obtain your training in at least two different ways. Contact your local Child Care Resource and Referral (R&R) for a complete listing of classes available in your area.

One-on-one training will fulfill the requirement if all of the following conditions are met:

- The training is provided during a time when the child care provider is **NOT** providing child care, except when the training entails modeling or coaching on a particular skill that requires the participation of the provider with the trainer in skill practice;
- Training must be provided for a minimum of one hour at a time; and
- Training must follow a curriculum, i.e. an organized plan of content presentation.

Watching a video, reading an article or chapter, will **NOT** fulfill the requirement. However, these materials may be used as part of a broader training curriculum, and in some training such as a

View and Reflect training offered by an individual R&R. In the case of the R&R training, the certificate provided and signed by the R&R will be accepted for training hours credit.

Documentation of the purchase and/or use of a particular curriculum (e.g. packaged preschool programs) will **NOT** fulfill the requirement for training hours for the provider.

Training on how to meet an agency’s requirements or how to participate in an agency program will **NOT** fulfill the 8-hour training requirement. This includes training on CCD rules (Overview), the DHS listed provider program, or the USDA Child and Adult Care Food Program. However, training by a children’s services agency that covers issues related to child growth and development, families and social interactions, educating children, helping children face issues and challenges in their lives, etc., may be accepted.

Documentation: Evidence of the training must be in the form of documentation such as a certificate or letter issued on the organization’s letterhead by the organization that sponsored the training. It must include all of the following:

- Name of the organization providing the training (provide additional details if the name is not self-explanatory, e.g. JSServices or ISU).
- Name of the family child care provider who received the training.
- Date(s) of the training.
- Number of hours of training the provider participated in. (If the topic is broad and only a portion of the content relates to child care, provide details that will help clarify what portion of the training was relevant to child care.)
- Name and/or topic of the training. If the name of the training is not specific enough to convey the nature of the subject matter covered, additional information must be provided. The additional information can be in the form of a course description, outline, agenda, syllabus, etc.

Prorated Training Requirements for Reopen Applications

Prior Licensing Period:	Hours of Training Required:
Up to 6 Months	0
6 to 12 Months	2
12 to 18 Months	4
18 to 24 Months	6
24 Months	8

Clarification: The required 8 hours of training is **in addition to** the other training specifically required for a registered family child care license, i.e. First Aid, Infant/Child CPR, Food Handler’s, and Recognizing and Reporting Child Abuse and Neglect.

The Employment Department is an equal opportunity employer/program. Auxiliary aids and services, Alternate Formats and Language Services are available to individuals with disabilities and limited English proficiency free of cost upon request.

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