

## Office of Child Care (OCC) Compliance Announcements Frequently Asked Questions (FAQs)

1. If staff complete the Better Kid Care, *Get Started with Center-based Care: Building Blocks for Quality* (K6.2, C1, CDA6; 10 hours), does it count towards the required Pre-Service training?

Yes, here are the Better Kid Care (BKC) Pre-Service modules in English and Spanish titles for the pre-service courses:

- Center/Group Child Care Homes (GCCHs):
  - [Get Started with Center-Based Care: Building Blocks for Quality \(Pennsylvania residents only\)](#) (K6.2 C1, CDA6) 10 hours
  - [Comience con Cuidado Basado en el Centro de Atención: Bloques para Construir la Calidad \(solamente Pennsylvania\)](#) (K6.2 C1, CDA6) 10 horas en total
- Family Child Care Homes (FCCHs):
  - [Get Started with Home-Based Care: Building Blocks for Quality \(Pennsylvania residents only\)](#) (K6.2 C1, CDA6) 10 hours
  - [Comience con Cuidado Basado en el Hogar de Atención: Bloques para Construir la Calidad \(solamente Pennsylvania\)](#) (K6.2 C1, CDA6) (10 horas en total)

**NOTE:** These free Better Kid Care modules replaced *Health and Safety Basics: Requirements for Certification* course on July 1, 2018. Any completion of the *Health and Safety Basics: Requirements for Certification* course after June 30, 2018, does not count toward the new Health and Safety Professional Development (PD) requirement and is also no longer free to take. For more information can be viewed [here](#).

2. Do all child care staff currently working in a certified child care program need all the PD trainings by April 29, 2022?

Yes, all child care staff **must** complete PD trainings (also known as Pre-Service Training in [Announcement C-22-02](#)) within 90 days of hire.

Current child care staff who have completed the entire Pre-Service training, ([Get Started with Center-Based Care: Building Blocks for Quality \(PA residents only\)](#) or [Get Started with Home-Based Care: Building Blocks for Quality \(PA residents only\)](#) course after June 30, 2018 or *Health and Safety Basics: Requirements for Certification* prior to June 30, 2018) have completed the trainings needed to care for children unsupervised and **no** additional Pre-Service training is needed.

OCDEL recommends new child care staff complete the BKC Pre-Service training modules as the quickest and easiest way to meet the Pre-Service training requirement.

For new child care staff still within their 90-day new hire window, the following six (6) required health and safety training topics **must** be completed before a child care staff can care for children unsupervised:

- Pediatric First Aid & Pediatric Cardiopulmonary Resuscitation (CPR);
- Prevention of Sudden Infant Death Syndrome (SIDS) & Use of Safe Sleep Practices;
- Prevention and Control of Infectious Diseases (including immunizations);
- Prevention of and Response to Emergencies due to Food and Allergic Reactions;
- Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment; and
- Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training).

Child care staff **do not** need to duplicate the six (6) above trainings as those will count towards the Pre-Service health and safety training topics. The child care staff are still required to take the remaining five (5) health and safety topics within the 90 days of hire, which include the following:

- Administration of Medication, consistent with standards for parental consent
- Building and Physical Premises Safety, including Identification of and Protection from Hazards, Bodies of Water and Vehicular Traffic
- Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)) that shall include procedures for evacuation, relocation, shelter-in-place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions
- Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants
- Appropriate precautions in Transporting Children

All child care staff in a certified child care program **must** complete an annual minimum of 12 clock hours of child care PD training. Child care staff hired on or before December 19, 2020, will use that date as their anniversary date to assess compliance with annual minimum of 12 clock hours of child care PD training. Child care staff hired after December 19, 2020, will use their actual hire date to assess compliance with annual minimum of 12 clock hours of child care PD training.

### 3. Can the compliance date of April 29, 2022, for these new certification requirements be extended?

The information issued in Announcements [C-22-01](#), [C-22-02](#), and [C-22-03](#) are **not** all new requirements. In order to provide clarification, an updated [Health and Safety Training Certification Requirements: OCDEL Guidance Chart can be viewed here](#). The new requirements for each announcement include, but are not limited to:

- **Announcement C-22-01:** The Pediatric First Aid and Pediatric CPR training **must be conducted by an approved Pennsylvania Quality Assurance System (PQAS) Instructor** using an OCDEL recognized PQAS curriculum.
  - **Completion by Apr. 29, 2022.**
- **Announcement C-22-02:** The required health and safety training topics that **must be** completed before a child care staff can care for children unsupervised.
  - **Completion by Apr. 29, 2022.**
- **Announcement C-22-03:** All DHS certified child care providers **must** have a policy and procedure to identify the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment. The policy must include, but is not limited to:
  - Recognition of potential signs and symptoms of shaken baby syndrome and abusive head trauma;
  - Strategies for coping with a crying, fussing, or distraught child; and
  - Address the prevention and identification of child maltreatment.
  - **Completion by April 29, 2022**

4. There is a cost to training, including not only the cost of the training, but the need to pay new staff (or existing staff) to take (or update) the training. This is an operating budget item as well as an administrative challenge during these times with staff recruitment and retention issues. Programs are short staffed and would need to pay staff to do PD in the evening or weekend since they cannot leave classroom when needed to maintain compliance with staff:child ratio. Can OCDEL waive the cost for the required PD trainings?

Many of the mandatory Pre-Service trainings are offered a little or no cost. OCDEL recognizes the employee related costs related to time and substitute coverage and encourages child care operators to consider using funds available through the current ARPA Stabilization grants or other stimulus funds to offset some or all of these costs.

Keep Kids Safe provides Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training) at [mandated reporter training at no cost to providers](#). Additional training options include: [PA Child Welfare Resource Center](#) and [PA Family Support Alliance](#). Keep Kids Safe offers a list of additional approved courses for child abuse recognition and reporter training.

The ECELS Child Abuse and Neglect (Child Abuse Mandated Reporter) Self-Learning Module focuses on prevention and addresses the unique setting of early care and education programs. The module describes your responsibilities as a mandated reporter as required by the Child Protective Services Law (CPSL) and meets Act 31 and Act 48 criteria for required training. [This course can be found on the PD Registry](#). **NOTE:** There is a \$15 fee per person/webinar for all ECELS Modules and Webinars. [Learn more about this module and how to claim credit for it once completed on ECELS website](#).

Better Kid Care (BKC) provides the 10-hour Pre-Service training, on behalf of OCDEL, at **no cost** to providers:

- Center/Group Child Care Homes (GCCHs):
  - [Get Started with Center-Based Care: Building Blocks for Quality \(Pennsylvania residents only\)](#) (K6.2 C1, CDA6) 10 hours
  - [Comience con Cuidado Basado en el Centro de Atención: Bloques para Construir la Calidad \(solamente Pennsylvania\)](#) (K6.2 C1, CDA6) 10 horas en total)
- Family Child Care Homes (FCCHs):
  - [Get Started with Home-Based Care: Building Blocks for Quality \(Pennsylvania residents only\)](#) (K6.2 C1, CDA6) 10 hours
  - [Comience con Cuidado Basado en el Hogar de Atención: Bloques para Construir la Calidad \(solamente Pennsylvania\)](#) (K6.2 C1, CDA6) (10 horas en total)

5. The cost of Pediatric First Aid/CPR varies by agency. Does OCDEL provide any free Pediatric CPR/First Aid Trainings for certified child care providers and staff?

Early Childhood Education Professional Development Organizations (ECE PDOs) provide access to free, Pennsylvania Quality Assurance System (PQAS) approved, [Pediatric First Aid and Pediatric CPR training](#). The ECE PDOs contact information can be found [here](#). OCDEL is also working with other community-based organizations to expand free Pediatric First Aid and CPR offerings.

6. With the current level of staff turnover, is it necessary to have a PQAS approved Pediatric First Aid/CPR instructor available?

Yes, effective April 29, 2022, all Pediatric First Aid and Pediatric CPR training **must** be conducted by an

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approved PQAS Instructor using an OCDEL recognized PQAS curriculum. Instructions on how to become a PQAS approved instructor can be found [here](#).

7. Trainings on the PD Registry are different number of hours for the same topics, what is the hour requirement for each topic area? Certified child care programs are worried they will spend time and money training staff and it won't be accepted, leading to having to spend even more time and money.

Within the annual minimum 12 clock hour PD training requirement, it is at the program's discretion as to how they would like to address which health and safety PD training topics staff obtain. With the exception of Pre-Service Training, an approved Mandated Reporter training, and Pediatric First Aid and Pediatric CPR the focus is on the health and safety topics as opposed the number of hours per training.

As long as the child care staff has a total of at least 12 clock hours in PD training annually, DHS certification staff are **not** determining compliance on how many hours each course/training was.

As a reminder, the required Pre-Service training can be used only **once** toward the annual minimum 12 clock hours. Pediatric First Aid & Pediatric Cardiopulmonary Resuscitation (CPR) and Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training) **can also count** towards the annual minimum 12 clock hours based on the renewal of the training certificate. If child care staff want to include any of these trainings as a part of their annual minimum 12 clock hours, then documentation of training hours **must** be included for verification by DHS certification staff.

8. Does a new hire who has documentation of Pre-Service completion at a prior employer need to retake the Pre-Service Training as a new hire in my facility?

The PD Registry maintains a transcript of all PD taken through the registry. If the individual has documentation of previous Pre-Service completion, and is current on both the Pediatric First Aid/Pediatric CPR and Mandated Reporter training, they have fulfilled the requirement

9. Will these trainings need to be renewed every year or every "x" number of years, or are they once and done?

All child care staff **must** complete a minimum of 12 clock hours of training annually. The required Pre-Service training is a once and done training and can count **once** toward the annual minimum 12 clock hours. Pediatric First Aid & Pediatric Cardiopulmonary Resuscitation (CPR) **must** be renewed according to the timing of the approved Pediatric First Aid and Pediatric CPR model, which is usually **every two (2) years**. Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training) must be renewed **at least every five (5) years**. Both can also count towards the annual minimum 12 clock hours based on the renewal of the training certificate. If child care staff want to include any of these trainings as a part of their annual minimum 12 clock hours, then documentation of training hours **must** be included for verification by DHS certification staff.

10. Do the required 12 hours of annual training ALL need to be health & safety related?

No, it is at the program's discretion as to how they would like to address which health and safety PD training topics staff obtain annually.

11. There needs to be clarification regarding what is required hours for Certification and Keystone STARS. Does required health and safety trainings count for Keystone STARS?

All child care providers with a regular certificate of compliance issued by the Pennsylvania Department of Human Services (DHS) and preschool programs licensed by the Pennsylvania Department of Education (PDE) will be awarded a STAR 1 to indicate foundational achievement in meeting health and safety

standards. Programs may choose to participate in ongoing quality improvement activities to move to higher STAR levels. Keystone STARS includes standards related to ongoing PD based on advance staff qualifications or fulfilling individual PD plans. OCDEL has adopted the Pennsylvania Professional Standards and Competencies for Early Childhood Educators (PA PSCECE) to guide ongoing PD. Some ongoing PD in health and safety topics may overlap with the Health and Safety Standards in the PA PSCECE section 7. Questions about training as it applies to Keystone Stars should be shared with your STARS Quality coach.

12. [Can the ECE PDOs communicate directly with the program administrator or operator?](#)

The ECE PDOs work directly with DHS certified child care staff to offer free and approved Pediatric First Aid and Pediatric CPR training based on the prioritization scheduling outline in [Announcement C-22-01](#). If the program administrator or operator want to be included in the communication that needs to be handled with the DHS child care staff.

13. [What are the PQAS approved models for Pediatric First Aid & Pediatric Cardiopulmonary Resuscitation \(CPR\)?](#)

OCDEL provides an updated list [here](#). Curriculum will continue to be reviewed for approval by the Pennsylvania Key and if others are approved, an updated listing will be provided [here](#).

14. [What would the Pre-Service Training outline look like if programs wanted to conduct orientation themselves?](#)

The only acceptable Pre-Service training through Better Kid Care (BKC) which provides the 10-hour Pre-Service training, on behalf of OCDEL, at **no cost** to providers:

- Center/Group Child Care Homes (GCCHs):
  - [Get Started with Center-Based Care: Building Blocks for Quality \(Pennsylvania residents only\)](#) (K6.2 C1, CDA6) 10 hours
  - [Comience con Cuidado Basado en el Centro de Atención: Bloques para Construir la Calidad \(solamente Pennsylvania\)](#) (K6.2 C1, CDA6) 10 horas en total)
- Family Child Care Homes (FCCHs):
  - [Get Started with Home-Based Care: Building Blocks for Quality \(Pennsylvania residents only\)](#) (K6.2 C1, CDA6) 10 hours
  - [Comience con Cuidado Basado en el Hogar de Atención: Bloques para Construir la Calidad \(solamente Pennsylvania\)](#) (K6.2 C1, CDA6) (10 horas en total)

15. [If a provider may have taken Shaken Baby and Head Trauma training, but it may have been within another Health and Safety PD, will this be acceptable for now? Moving forward would there be separate PD on this topic available online as in the past?](#)

Yes, but providers must be able to offer documentation of these topics if they are included within other training content. All DHS certified child care staff must successfully complete training requirement related to the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

OCDEL will notify the child care community of any health and safety PD training updates listed at 55 Pa Code §3270.31(f); §3280.31(f); §3290.31(f), and all child care staff will be required to take the updated PD within a prescribed timeframe.

16. Are there any plans to have the Institutes of Higher Education (IHEs) provide child care staff enrolled in an early childhood education/child development program with the required trainings, so they are completed when they finish their program? Could we add 1 or 2 credit courses for ongoing PD training for existing child care staff who have completed their degree program?

OCDEL's ECE PDOs are working to reduce barriers for the child care professionals, and this is something we can have further conversations with our IHE partner.

**Appendix A- Health and Safety Training Certification Requirements: OCDEL Guidance Chart- Updated March 2022**

New vs. Existing	Area of Compliance	Legal Citation	Regulatory Language	Sources of Evidence for Compliance	Date to Begin Measuring Compliance
<b>Existing Requirement</b>	Pre-Service Training for all Child Care Staff	55 Pa. Code §3270.31(f) §3280.31(f) §3290.31(g)	Staff persons shall complete professional development in the following topics within 90 days of the date of hire.	The operator shall require all child care staff have verification of completion of pre-service training within 90 days of hire.	Within 90 days from date of hire.
<p><b>Current Staff:</b> If professional development trainings (also known as Pre-Service Training) have already been completed within 90 days of hire, there is no need to take any additional professional development trainings to meet this requirement.</p> <p><b>New Staff:</b> If DHS certified child care staff who are still within 90 days of hire to complete professional development trainings (also known as Pre-Service Training), they still need to complete professional development trainings (also known as Pre-Service Training) within 90 days from date of hire.</p>					
<b>Existing Requirement</b>	Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training)  *Includes volunteers	55 Pa. Code §3270.32(a) §3280.32(a) §3290.32(a)	The operator shall comply with the CPSL and with Chapter 3490 (relating to protective services).	The operator shall require all child care facility staff have verification of completion of Mandated Reporter training within 90 days of hire or volunteer services.	Within 90 days from date of hire if not caring for children unsupervised.
<p><b>Current Staff:</b> If professional development trainings (also known as Pre-Service Training) have already been completed within 90 days of hire, there is no need to take any additional professional development trainings to meet this requirement.</p> <p><b>New Staff:</b> If DHS certified child care staff who are still within 90 days of hire to complete professional development trainings (also known as Pre-Service Training), they still need to complete professional development trainings (also known as Pre-Service Training) within 90 days from date of hire.</p> <p><b>Note:</b> Completion of this training <b>must</b> be completed before a child care staff can care for children unsupervised.</p>					



New vs. Existing	Area of Compliance	Legal Citation	Regulatory Language	Sources of Evidence for Compliance	Date to Begin Measuring Compliance
<b>New Requirement</b>	Required health and safety training topics must be completed before a child care staff can care for children unsupervised	55 Pa. Code §3270.14 §3280.14	Compliance with pertinent laws and regulations.	The operator shall require all child care staff have verification of completion of all the required health and safety training topics prior to caring for children unsupervised.	All child care staff will be expected to show completion and documentation of required health and safety trainings by <b>April 29, 2022</b> .
		§3270.21 §3280.20 §3290.18	Conditions at the facility may not pose a threat to the health or safety of the children		

**Current Staff:** If professional development trainings (also known as Pre-Service Training) have already been completed within 90 days of hire, then they can care for children unsupervised.

**New Staff:** If DHS certified child care staff who are still within 90 days of hire to complete professional development trainings (also known as Pre-Service Training), they need to complete the required professional development trainings before they can care for children unsupervised.

If DHS certified child care staff complete the entire professional development trainings (also known as Pre-Service Training) prior to caring for children unsupervised then that meets this requirement.

The required professional development trainings (also known as Pre-Service Training) include the following Health and Safety topics:

- Prevention and control of infectious diseases (including immunizations)
- Prevention of Sudden Infant Death Syndrome (SIDS) & Use of Safe Sleep Practices
- Administration of Medication, consistent with standards for parental consent
- Prevention of and Response to Emergencies due to Food and Allergic Reactions
- Building and Physical Premises Safety, including Identification of and Protection from Hazards, Bodies of Water and Vehicular Traffic
- Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment
- Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)) that shall include procedures for evacuation, relocation, shelter-in place and lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions
- Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants
- Appropriate precautions in Transporting Children
- Pediatric First Aid & Pediatric Cardiopulmonary Resuscitation (CPR)

New vs. Existing	Area of Compliance	Legal Citation	Regulatory Language	Sources of Evidence for Compliance	Date to Begin Measuring Compliance
<ul style="list-style-type: none"> <li>Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training)</li> </ul> <p>If DHS certified child care staff want to complete professional development trainings by topical area, then they must complete all the required health and safety topics below before a child care staff can care for children unsupervised:</p> <ul style="list-style-type: none"> <li>Pediatric First Aid &amp; Pediatric Cardiopulmonary Resuscitation (CPR);</li> <li>Prevention of Sudden Infant Death Syndrome (SIDS) &amp; Use of Safe Sleep Practices;</li> <li>Prevention and Control of Infectious Diseases (including immunizations);</li> <li>Prevention of and Response to Emergencies due to Food and Allergic Reactions;</li> <li>Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment; and</li> <li>Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training)</li> </ul>					
<b>Existing Requirement</b>	On-Going Annual Professional Development for all Child Care Staff	55 Pa. Code §3270.31(e) §3280.31(e) §3290.31(f)	A staff person shall obtain an annual minimum of 12 clock hours of child care training.	The operator shall require all child care staff have verification of completion of a minimum 12 hours of ongoing annual professional development training.	<p><b>Jan. 6, 2022</b>            Child care certification staff will begin verifying compliance with annual professional development.</p> <p><b>Renewal inspections conducted Dec. 19, 2021, and thereafter</b> will require staff that were employed on or before December 19, 2020, to have completed 12 hours of annual professional development.</p> <p><b>New staff that were employed after Dec. 19, 2020,</b> must complete 12 hours of annual professional development within one year of the hire date.</p>

New vs. Existing	Area of Compliance	Legal Citation	Regulatory Language	Sources of Evidence for Compliance	Date to Begin Measuring Compliance
<p><b>Current Staff:</b> Child care staff hired on or before December 19, 2020, will use that date as their anniversary date to assess compliance with annual minimum of 12 clock hours of child care professional development training. If a minimum of 12 hours of annual professional development trainings have been completed, including all updates to health and safety updates, there is <b>no</b> need to take any additional professional development trainings to meet this requirement.</p> <p><b>Example:</b> DHS certified child care staff person #1 date of hire was April 10, 2018. Since DHS certified child care staff person #1 was an existing employee on December 19, 2020, 12 hours of professional development must be satisfied annually beginning December 19, 2021. Certification representatives will verify compliance during inspections conducted after January 6, 2022, and thereafter. All DHS certified child care staff <b>must</b> have documentation and verification of completion of pre-service training and on-going annual professional development retained in the facility person’s file or maintained in an electronic PD Registry.</p> <p><b>New Staff:</b> If new DHS certified child care staff employed after December 19, 2020, completed a minimum of 12 hours of annual professional development trainings within one year of hire date, including all updates to health and safety updates, there is <b>no</b> need to take any additional annual professional development trainings to meet this requirement at this time.</p> <p><b>Example:</b> DHS certified child care staff person #2 date of hire is March 6, 2021. Staff person #2 must complete a minimum of 12 hours of annual professional development, including all updates to health and safety updates, by March 6, 2022. If the child care facilities inspection date is prior to March 6, 2022, the certification representative will <b>not</b> measure compliance with this regulation for DHS certified child care staff person #2. If the child care facilities inspection date is on or after March 6, 2022, the certification representative will measure compliance with this regulation for DHS certified child care staff person #2.</p>					
<p><b>New Requirement</b></p>	<p>Health and safety professional development training updates required by OCDEL within the prescribed timeframe</p>	<p>55 Pa. Code §3270.14 §3280.14</p>	<p>Compliance with pertinent laws and regulations.</p>	<p>The operator shall require all child care staff have verification of completion of the updated health and safety trainings within the given timeframe issued by OCDEL.</p>	<p>Updated health and safety trainings within the given timeframe issued by OCDEL in a separate policy announcement.</p>
		<p>§3270.21 §3280.20 §3290.18</p>	<p>Conditions at the facility may not pose a threat to the health or safety of the children.</p>		

New vs. Existing	Area of Compliance	Legal Citation	Regulatory Language	Sources of Evidence for Compliance	Date to Begin Measuring Compliance
<p><b>Current Staff:</b> If DHS certified child care staff complete health and safety training updates based on announcements issued by OCDEL, within the time frames specified by the date and contents of the announcement there is no need to take any additional professional development trainings to meet this requirement.</p> <p><b>New Staff:</b> If DHS certified child care new staff complete health and safety trainings specific to newly hired staff there is no need to take any additional professional development trainings to meet this requirement.</p>					
<p><b>New Regulation</b></p>	<p>Documentation and Verification of Pre-Service and Ongoing Professional Development</p>	<p>55 Pa. Code §3270.31(g) §3280.31(g) §3290.31(h)</p>	<p>Completion of professional development shall be documented by the signature and title of a representative of the professional development entity and include the date professional development was completed. Documentation shall be retained in the facility person's file or maintained in an electronic system as designated by the Department. Documentation of the completion of the professional development under subsection (f) taken from September 30, 2016, forward satisfies this requirement.</p>	<p>The operator shall require all child care staff provide documentation and verification of completion of pre-service training and ongoing annual professional development retained in the facility person's file or maintained in an electronic system, which is OCDEL's PD Registry.</p>	<p>Ongoing</p>

**All Staff:** If completed Pre-Service training and annual professional development trainings are documented, retained in the facility person's paper or electronic file at the facility, include signature and title of representative or trainer of the professional development entity and date training was completed, then this meets this requirement.