

## **.14 TRAINING REQUIREMENTS FOR THE PROVIDER**

- A. An individual who applies to become registered for the first time before July 1, 2000, shall have successfully completed within the previous 2 years:**
- (1) 6 clock hours of approved training related to child health issues; and**
  - (2) 3 clock hours of approved training on**
    - (a) Child development,**
    - (b) The provision of age-appropriate activities,**
    - (c) The operation of a family day care home, or**
    - (d) Other topics associated with the provider's responsibilities.**

Note: Because of the date (July 1, 2000) stated above, Section A has become obsolete and will be repealed. If you are applying to become registered for the first time, please refer to Section C below and follow the requirements listed there.

- B. An individual who applies for renewal of a registration certificate before July 1, 2000, shall present evidence of having successfully completed within the previous 2 years:**
- (1) 6 clock hours of approved training related to child health issues; and**
  - (2) 6 clock hours of approved training that is related to child development, the provision of age-appropriate activities, the operation of a family day care home, or other topics associated with the provider's responsibilities.**

Note: Because of the date (July 1, 2000) stated above, Section B has become obsolete and will be repealed. If you are applying for renewal of your registration, please refer to Section D below and follow the requirements listed there.

- C. An individual who applies to become registered for the first time on or after July 1, 2000, shall:**
- (1) Hold a current certificate indicating successful completion of training in approved:**
    - (a) Basic first-aid training through the American Red Cross, or a program with equivalent standards; and**
    - (b) Cardiopulmonary resuscitation (CPR) training through the American Heart Association, or a program with equivalent standards, appropriate for each age group approved for care in the home; and**
  - (2) Have completed within the previous 2 years:**
    - (a) 2 clock hours of approved training in any combination of topics related to:**
      - (i) Child health issues other than first aid or CPR,**
      - (ii) Child nutrition,**
      - (iii) Providing care to children with disabilities, or**
      - (iv) Home or fire safety; and**
    - (b) 6 clock hours of approved training specified in Section A(2) of this regulation.**

**INTENT:** As a first-time applicant, you must be prepared to meet the basic health needs of children, plan for the children's daily developmental needs, and manage all program functions. The specified pre-service training is a minimum amount of training to give you some basic knowledge in these areas. You must become certified in approved first aid and CPR (see the Notes under Section E below) in order to become registered. In addition to first aid and CPR, you must also complete specified amounts of pre-service training in child health and safety topics and topics related to child development, curriculum and program management.

**INSPECTION REPORT ITEMS:** "Approved health-related training "

“Approved other training”  
“First aid/CPR certification as required”

**COMPLIANCE CRITERIA:**

- Required pre-service training was completed within no more than two (2) years before your application was received at the Regional Office.
- You are currently certified by CCA-approved certification sources in first aid and CPR. Both certifications are appropriate to all ages of children approved for care in your home.
- The CPR certificate states “successful completion” of requirements.

**ASSESSMENT METHOD:** Review of documentation you have submitted to the Regional Office. Acceptable documentation includes a training certificate, letter of attendance issued by the training source, grade slip, or other document that states your name, the course or workshop title, the number of hours completed (except for first aid and CPR certification), and the completion date.

Notes:

- To obtain information about the availability, locations, and costs of approved pre-service training courses, you may call the Regional Office or contact the Maryland Child Care Referral Network (MCCRN) agency serving your area.
- The following are some topics that are suitable for the 2-hour pre-service health training requirement:
  - Infectious and communicable diseases
  - Universal precautions and sanitary practices
  - Child nutritional health
  - Caring for children with disabilities
  - Creating a safe home environment
  - Fire safety
- The following are some topics that are suitable for the 6-hour pre-service training requirement:
  - Child development
  - Materials and activities
  - Child discipline and behavior modification
  - Child abuse and neglect
  - Cultural diversity
  - Business aspects of operating a family child care home

**D. A provider who applies for renewal of a registration certificate on or after July 1, 2000, shall present evidence, since the date the last registration certificate was issued, of having successfully completed:**

**(1) 2 clock hours of approved training in any combination of topics related to:**

- (a) Child health issues other than first aid or CPR,**
- (b) Child nutrition,**
- (c) Providing care to children with disabilities, or**
- (d) Home or fire safety; and**

**(2) 10 clock hours of approved training specified in Section A(2) of this regulation.**

**INTENT:** As a professional caregiver, you must periodically take training to sharpen current skills, develop new ones, and expand knowledge of child care issues and practices. To renew your registration, you must complete two (2) hours of approved continued training in child health and/or safety topics in addition to maintaining certification in approved first aid and CPR (see Section E below). You must also complete ten (10) hours of approved continued training in child development issues, child care home operations, and/or other topics related to your responsibilities.

**INSPECTION REPORT ITEMS:** “Approved health-related training”  
“Approved other training”

**COMPLIANCE CRITERIA:** By the time of the renewal inspection, you have completed the required amount of training in both categories.

**ASSESSMENT METHOD:** Review of training documentation you have submitted. Acceptable documentation includes a training certificate, letter of attendance issued by the training source, grade slip, or other document that states your name, course or workshop title, number of hours completed (except for first aid and CPR certification), and completion date.

**Notes:**

- To obtain information about the availability, locations, and costs of approved training courses, you may call the Regional Office or contact the Maryland Child Care Referral Network (MCCRN) agency serving your area.
- The following are some topics that are suitable for the 2-hour continued health training requirement:
  - Infectious and communicable diseases
  - Universal precautions and sanitary practices
  - Child nutritional health
  - Caring for children with disabilities
  - Creating a safe home environment
  - Fire safety
- The following are some topics that are suitable for the 10-hour continued training requirement:
  - Child development
  - Material and activities
  - Child discipline and behavior modification
  - Child abuse and neglect
  - Cultural diversity
  - Business aspects of operating a family child care home

**E. Effective July 1, 2000, a provider shall at all times, while registered to provide family day care, hold a current certificate indicating successful completion of approved basic first aid and CPR training as specified in Section C(1) of this regulation.**

**INTENT:** Maryland law requires you to be prepared at all times to give appropriate emergency assistance to a child in care who becomes injured or needs resuscitation.

**INSPECTION REPORT ITEM:** "First Aid/CPR certification as required"

**COMPLIANCE CRITERIA:**

- You are currently certified in approved first aid and CPR (see list of approved sources under Notes below).
- Both certifications are appropriate to all ages of children approved for care in your home.
- The CPR certificate states "successful completion" of requirements.

**ASSESSMENT METHOD:** Review of your certification documents to verify that both certifications were issued by approved sources and are up to date.

**Notes:**

- The lists of approved first aid and CPR certification sources shown below were current as of the printing of this Manual. It is possible that additional certification sources may have been approved since then. If you are considering taking a first aid or CPR course that is certified by a source not listed below, you should first check with your Regional Office to determine if that source is approved by CCA.
- For first aid training, currently approved certification sources include the following:
  - American Lifeguard Association
  - American Red Cross
  - American Safety and Health Institute
  - Anne Arundel Community College
  - E.M.S Safety Services
  - EMT Certification
  - Medic First Aid
  - National Safety Council

- URSUS Lifesavers and Aquatics
- For CPR training, currently approved certification sources include the following:
  - American Heart Association
  - American Lifeguard Association
  - American Red Cross
  - American Safety and Health Institute
  - E.M.S. Safety Services
  - EMT Certification
  - Medic First Aid
  - National Safety Council
  - URSUS Lifesavers and Aquatics

**F. Sudden Infant Death Syndrome (SIDS) Training.**

- (1) Effective July 1, 2004, the Office may not approve an initial request by an applicant or a provider to provide care for children younger than 24 months old unless the applicant or provider presents evidence of having completed SIDS training that has been approved by the Office.**
- (2) Effective January 1, 2005, a provider previously approved to care for children younger than 24 months old may not continue to provide that care unless the provider has presented evidence to the Office by that date of having completed SIDS training that has been approved by the Office.**

INTENT: While SIDS is not completely preventable, there are well-researched methods of reducing the risk that SIDS will occur. If you wish to provide care to children under the age of 2 years, learning these methods will help you ensure the safety of those children.

INSPECTION REPORT ITEM: "SIDS training as required"

COMPLIANCE CRITERIA:

You have completed an approved SIDS course.

ASSESSMENT METHOD: Review of applicant/provider licensing file to determine if and when documentation of SIDS training has been received by the Office.

Notes:

- Providers approved *prior to* July 1, 2004 to care for children younger than 2 years old will have until January 1, 2005, to submit documentation to CCA that they have completed an approved SIDS course. If documentation is not submitted by January 1, approval for "under-2" care will be withdrawn.
- Providers applying *on or after* July 1, 2004 for approval to care for children younger than 2 years old will need to complete SIDS training before approval for under-2 care will be granted.
- If you are a first-time applicant or a provider who has not yet been approved to care for children under 2 years old, the new SIDS requirement is an "add-on" to existing pre-service and continued training requirements. This means that a SIDS course cannot be used to satisfy pre-service or continued training requirements specified at Sections C or D of Regulation .14. However, if you are already approved to care for children under the age of 2 years and you have already completed an approved SIDS course in order to help meet your continued training requirement, CCA will accept the course for that purpose.
- If you have already completed SIDS training, that training will count if:
  - You took the training as part of college coursework (including the infant/toddler course taken for non-credit), regardless of how long ago you completed that coursework; or
  - You received the training in a workshop format within the past 5 years.
- CCA-approved SIDS training is available through:
  - Colleges and universities
  - The 45 clock-hour Infant/Toddler course
  - Local health departments
  - Child Care Resource and Referral Centers
  - Abilities Network - Project ACT

- Certain workshops and courses offered by CCA-approved trainers and training agencies (check with your CCA regional licensing office for a listing)
  - Approved training is also available online at the following websites:
    - [www.educarer.org](http://www.educarer.org) – "SIDS Course" - The course itself is free, but the certificate of completion (which you will need) costs \$10.
    - [www.carecourses.com](http://www.carecourses.com) – "Infant Safety E-Course" – The course costs \$10, but this includes the fee for a certificate.
- Please note that these online courses are produced in other states. However, the course contents are fully approved by CCA as meeting Maryland child care requirements.
- In addition, CCA offers SIDS training during provider roundtable sessions held by regional licensing offices.