



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

## “ONGOING TRAINING” FACTS AND GUIDELINES

For the Purpose of Daycare Licensing

Idaho Statutes, Title 39, Chapter 11

39-1102. DEFINITIONS

(14) “**Training**” means continuing education in child development areas relating to child care. Training can be acquired through a variety of methods including, but not limited to, the viewing of audio visual materials, correspondence courses, community workshops and in-house training.

39-1119. **Training requirements.** The owner or operator of a daycare center shall ensure that each employee receives four (4) hours of ongoing training every twelve (12) months after the employee's hire date.

16.06.02 Rules Governing Standards for Child Care Licensing

**340. Daycare Center Training Requirements.**

Each owner or operator of a daycare center licensed by the Department must receive and ensure that each staff member receives and completes four (4) hours of ongoing training every twelve (12) months after the staff member’s date of hire.

01. **Child Development Training.** Training must be related to continuing education in child development.

02. **Documented Training.** It is the responsibility of the owner or operator of the daycare center to ensure that each staff member has completed four (4) hours of training each year. The training must be documented in the staff member’s record.

03. **Pediatric Rescue Breathing, Infant-Child CPR and First Aid Treatment Training.** Pediatric rescue breathing, infant-child CPR, and first aid treatment training will not count towards the required four (4) hours of annual training.

04. **Staff Training Records.** Each owner or operator of the daycare center is responsible for maintaining documentation of staff’s training and may be asked to produce documentation at the time of license renewal.

***Who makes the determination that training meets requirements for daycare licensure?***

IdahoSTARS is the contracting agency responsible to review training documentation to ensure it complies with daycare licensing requirements. This guideline is intended to help daycare owners and operators have a better understanding of what training meets these requirements. The final determination of whether training meets licensing requirements rests with Health and Welfare.

***What kind of training meets on-going training requirements for daycare licensure?***

Formally organized learning events involving face-to-face interaction with a teacher for the purpose of accomplishing specific learning objectives, such as courses, workshops, conferences, practice oriented seminars, staff development, and training activities. Closed circuit T.V., educational DVD/video and audio tapes, internet based courses, and correspondence courses may be substituted for face-to-face contact if the course is interactive or requires an examination. The training must also be research-based and cover areas related to child development.

Courses that are part of the curriculum of a university, college, or other educational system will be allotted training hours at the rate of fifteen (15) training hours for each semester hour or ten hours for each quarter hour of school credit awarded. The participant must have a passing grade (pass/fail) or a letter grade of C- or higher for training hours to be awarded.

All training subject matter must be relevant to child development and the practice of providing daycare. Training that meets daycare licensing requirements could fall under one or more of the following categories as it relates to the care of children:

Child growth and development: Knowledge and understanding of developmental stages, processes, theories, and their implications for work with children and families. Current information in the field of early childhood education and child development.

The environment, curriculum and practice: Developmentally appropriate practice that supports physical, social-emotional, cognitive, and creative development.

Character building and development: Ability to identify developmentally appropriate behavior with a variety of positive guidance strategies that promote self-regulation, respect for others, and meet the needs of all children.

Relationships with families: Building collaborative relationships with families and community resources to maximize support and services for each child and family

Observing, recording, and assessing child outcomes: Understanding the how and why of observing children and utilization of informal, authentic, and formal assessment techniques as a tool for curriculum planning, goal setting for individuals in partnerships with parents, and preparation of the learning environment to enhance growth and learning

Health, Safety, and Nutrition: Ensure child safety, promote health practices, and recognize and report child abuse and neglect.

Special needs: Knowledge and understanding of developmental stages, processes, theories and their implications for work with children with disabilities and their families and to provide inclusive opportunities

Protective Factors: Knowledge and understanding of protective factors, protective capacities, and their role in preventing child abuse.

***What kind of training does not meet the training requirements for daycare licensure?***

Activities such as reading a self-help book or magazine article, attending a staff meeting, watching a movie or television show. Training subject matter that is not related to the practice of providing child care, such as:

Training related to program operation and administration: Knowledge of regulations, policies, and quality standards that apply to the program is a requirement of obtaining and maintaining an Idaho daycare license, but does not count toward training hours. Training on how to organize, evaluate and implement regulations and standards to enable a quality environment does not meet these requirements either.

Training related to leadership development and advocacy: Making a commitment to the early childhood profession by advocating for quality programs and services.

***What kind of documentation do I need?***

Trainings should provide participants with some form of documentation, such as certificates of completion, certificates of attendance, certificates of continuing education, grades, test scores, etc. Documentation must include the number of training hours credited.

In situations where this documentation is not provided, the **Daycare Licensing Training Record** can be completed by the provider, which must include the following:

- Name of participant
- Date of training
- Name of course and course author
- Course description – Include training category (as listed above) and justification for how the training fits under that category
- Course instructor
- Method of training (If online course, include website address)
- Length of course (credited hours)
- Signature of participant
- Attachment of supporting documents (i.e. exam, review questions)

If you have any questions regarding training requirements, please contact your Daycare Licensing Vendor Specialists by calling the Idaho Careline @ 2-1-1 or 1-800-926-2588.



IDAHO DEPARTMENT OF  
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**DAYCARE LICENSING TRAINING RECORD**

Year(s): \_\_\_\_\_ / \_\_\_\_\_

Participant Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Please complete a new record sheet every twelve months after date of hire for the purpose of documenting training requirements.

<p>IDAPA 16.06.02.340 Daycare Training Requirements</p>	<ul style="list-style-type: none"> <li>➤ Each owner or operator of a daycare center licensed by the Department must receive and ensure that each staff member receives and completes four (4) hours of ongoing training every twelve (12) months after the staff member's date of hire.</li> <li>➤ Training must be related to continuing education in child development.</li> </ul>
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Copies of supporting documents (i.e., certificates, training transcripts, test scores or review outlines/questions) must be attached.

↔ Please refer to the "Ongoing Training" Facts and Guidelines for details ↔

Training Date	Course Name / Course Author	Course Description	Course Instructor	Method of Training <small>If online course – list website address</small>	Credited Hours	Signature of Participant