



**Office of Children
and Family Services**

**Need to know where to go?
Come to our show!**

OCFS Training Requirements

May 3, 2018

Session Leaders

- Kathleen Pickel, OCFS Manager
- Colleen O'Grady, PDP EIP Manager
- Colleen Faragon, PDP Media Manager
- Sage Ruckterstuhl, PDP Education Specialist

Questions to Consider

- What is Professional Development?
- What are the Benefits?
- Do you have a Training Plan/Strategy?
- Resources



The Division of Child Care Training Home

<https://ocfs.ny.gov/main/childcare/default.asp>

Translate This Page

Select Language
Powered by Google Translate
[Google Translation Disclaimer](#)

Menu

- [Child Care Home](#)
- [Search for Child Care](#)
- [Resources for Families](#)
- [Info for Parents](#)
- [Info for Providers](#)
- [Become a Child Care Provider](#)**
- [Training Home Page](#)
- [Advantage After School](#)
- [Local Departments of Social Services](#)



Division of Child Care Services

Child Care Training and Professional Development for Licensed and Registered Programs

Caring for children is a rewarding and demanding profession. High-quality training is essential to protecting children's health and safety as well as promoting their growth and development. Many successful providers go beyond the required thirty (30) hours every two (2) years of training to further their career and enhance the quality of care they offer. You can too!

You will probably have questions about training:

- What are the New York State requirements?
- What are my career goals?
- Where can I find training opportunities?
- How can I afford the training I want? Are there costs for the training I want?

This page contains important information to get you started. But don't stop here. Explore the possibilities for your career and the future of your program. Think beyond the 30-hour requirement (2)



List of training topics

+ [Roles in training requirement compliance](#)

+ [Why am I required to take training?](#)

+ [What is required of me? What is required of my program?](#)

+ [9 Required training topic areas](#)

+ [Types of training available](#)

+ [Where can I take training?](#)

+ [Mandated Reporter training](#)

+ [Cardiopulmonary Resuscitation \(CPR\) and First Aid Training](#)



List of training topics continued

+ [How much does training cost?](#)

+ [How can I pay for training?](#)

+ [What is needed to verify my training credits?](#)

+ [Finding training in other languages](#)

+ [What is ASPIRE?](#)

+ [What are credential programs?](#)

Information for Trainers

+ [Trainer Credentials](#)

By pressing on the plus button next to the topic the screen opens with the information.



 **Roles in training requirement compliance**

- **Child Day Care Providers:**

As a child day care provider, your role is to attend training and keep accurate records for yourself and the staff/caregivers you employ. Your work serves the children of New York State and their families. You are a vital member of the community and the quality of care you provide has an impact on many lives.

- **New York State Office of Children and Family Services (OCFS) Division of Child Care Services (DCCS):**

OCFS is the New York State office that regulates child day care programs like yours. OCFS licensors can be contacted through [regional offices](#) across the state. OCFS registrars are located at [CCR&Rs](#) or at your [Local DSS](#). You may contact them if you have questions about your training requirements.

- **New York City Department of Health and Mental Hygiene (DOHMH):**

DOHMH is contracted by OCFS to license and register family or group family day care homes and school-age child care programs for the five (5) boroughs of New York City. Child day care centers in NYC are not overseen by OCFS and are governed by Article 47.

- **Child Care Resource and Referral Agencies (CCR&Rs):**

CCR&Rs are a great child care resource for providers, parents, and employers. They offer many training opportunities and may also act as registrars for family day care homes and school-age child care programs.

Go to Foundations in Health and Safety



This picture appears on the Training Home Page – click on it for the Foundations of H&S e-Learning training.

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Regulatory Training Requirements

Required Training Basics

- *15 Hour Pre-Service Health and Safety Training* – prior to becoming licensed or registered as a **family or group family provider**
- *15 Hour classroom Health and Safety Training for **new directors*** – pre-service or within 3 months of start date.
- *Foundations in Health and Safety e-Learning* (5 hours on-line) for **new staff, caregivers and volunteers** – pre-service or within 3 months of start date.
- 15 hours in required topics in the first 6 months of program licensure/registration or **staff's/caregiver's/volunteer's** employment start date
- Complete a minimum of 30 hours every two years*: **staff/caregiver/volunteer**
- *(2 years follows the program's license or registration and is prorated for those not employed the full 2 years)

All Licensed and Registered Program Staff

30 hours of training must address the following topics:

- Principles of child development
- Nutrition and health needs of infants and children
- Child day care program development
- Safety and security procedures
- Business record maintenance and management
- Child abuse and maltreatment identification and prevention
- Statutes and regulations pertaining to child day care
- Statutes and regulations pertaining to child abuse and maltreatment
- Education and information on the identification, diagnosis and prevention of shaken baby syndrome (not required of SACCs)

Administration of Medications Training (MAT)

Programs planning to administer medications, other than just topicals and/or emergency medications must have:

- a medication administrant who has:
 - successfully completed MAT;
 - has a valid certificate in cardio-pulmonary resuscitation;
 - has valid certificate in first aid;
- a health care plan approved by a health care consultant and the Office.

ONLY the Medication Administration Training (MAT) offered by a certified MAT trainer meets this requirement. All MAT certified trainers are found on the PDP website: www.ecetp.albany.edu

CPR and FIRST AID CERTIFICATION

All programs must have at least one staff person who holds a **valid certificate*** in cardio-pulmonary resuscitation and first aid, appropriate to the ages of children in care, on the premises of the program during the program's operating hours.

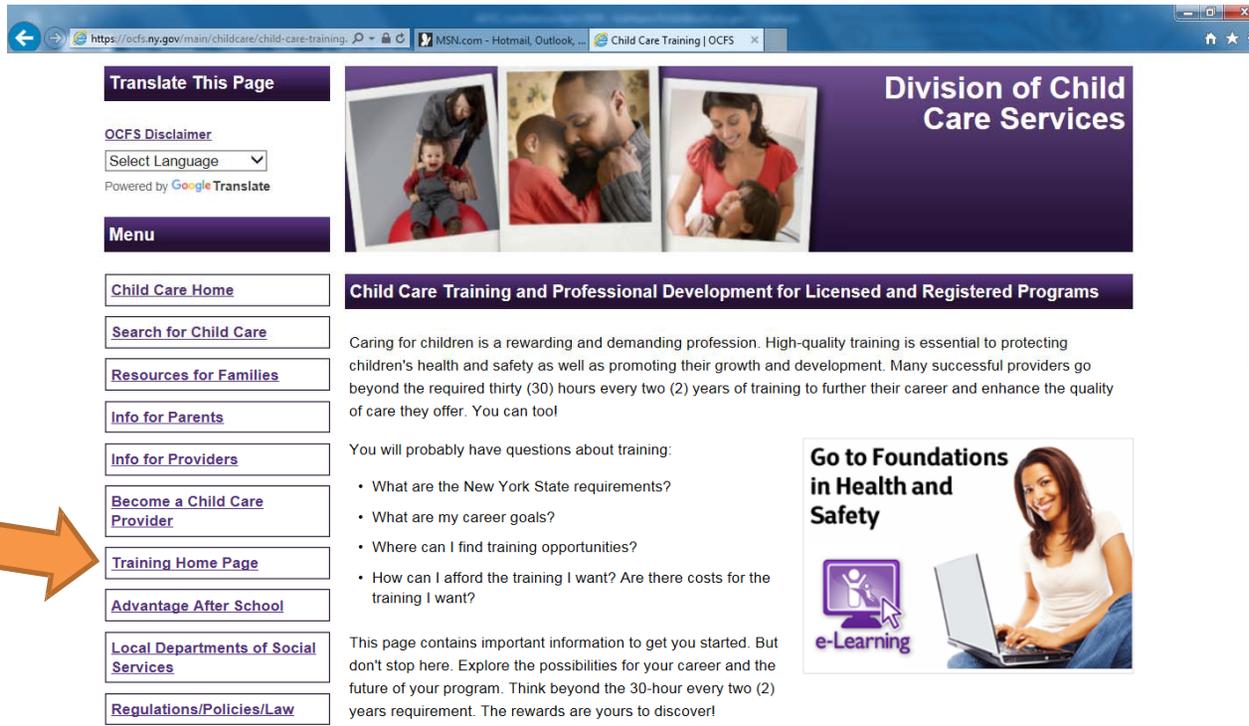
***Valid certificate** means the CPR and/or First Aid course work was obtained either:

- in a classroom or on-line (approved) and
- person was tested and passed an in-person competency-based skills test in order to be certified



Where Do I Find Training?

The OCFS Training Home Page is a good place to start



The screenshot shows a web browser window with the URL <https://ocfs.ny.gov/main/childcare/child-care-training.asp>. The page features a navigation menu on the left with the following items: [Child Care Home](#), [Search for Child Care](#), [Resources for Families](#), [Info for Parents](#), [Info for Providers](#), [Become a Child Care Provider](#), [Training Home Page](#), [Advantage After School](#), [Local Departments of Social Services](#), and [Regulations/Policies/Law](#). An orange arrow points to the [Training Home Page](#) link. The main content area is titled "Division of Child Care Services" and "Child Care Training and Professional Development for Licensed and Registered Programs". It includes a paragraph about the importance of training, a list of questions about training, and a section for e-Learning with the text "Go to Foundations in Health and Safety".

<https://ocfs.ny.gov/main/childcare/child-care-training.asp>

The Early Childhood Education and Training Program Home

<https://www.ecetp.pdp.albany.edu/>

The screenshot shows the homepage of the Professional Development Program (PDP) at Rockefeller College, University at Albany, State University of New York. The page features a navigation menu with links for Home, About PDP, Obtain/Renew MAT, Learn, Sign up, Apply, Become an Approved Trainer, Find, Resources, and My Registration. A prominent banner on the left side contains four colored buttons: 'OBTAIN/RENEW YOUR MAT CERTIFICATION' (pink), 'LEARN TAKE ECETP e-LEARNING COURSES ONLINE' (purple), 'SIGN UP FOR WEBCAST TRAINING' (blue), and 'APPLY FOR SCHOLARSHIPS AND REBATES' (green). A central image shows a smiling woman hugging a young girl. Below the banner is a utility bar with links for 'print my certificates', 'video library', 'check your EIP status', 'find a trainer', 'find training', 'for trainers and organizations', and 'for day care providers'. The main content area is divided into three columns: 'What's New?' with a recent update from Feb 12, 2018 regarding the EIP 2018 program; 'For Providers' with links to 'OCFS Reviewed Distance Learning Courses' and 'Distance Learning Options (long-form)'; and 'Featured Videos' with a video titled 'How Regulations are Developed' that explains the process of creating NYS Child Day Care Regulations.



ECETP Programs

- Health and Safety Training
- Medication Administration Training (MAT)
- OCFS Non-Credit Bearing Distance Learning Courses
- Educational Incentive Program (EIP)
- e-Learning Courses
- Webcast Training
- On Demand Training

Quick and Convenient Online Registration for Health & Safety and MAT

Keywords: 
(any title, organization, trainer)

By Date:
Start:
End:

By Program:
 EIP
 Health & Safety
 MAT

By Course Type:
 ▼

By Region:
 Albany
 Buffalo
 Long Island
 New York City
 Rochester
 Syracuse
 Spring Valley

By OCFS Topic Areas:
 1. Principles of Childhood Development
 2. Nutrition and Health
 3. Child Care Program Development
 4. Safety and Security
 5. Business Records
 6. CA/M ID and Prevention
 7. Child Care Statutes and Regs
 8. CA/M Statutes and Regs
 9. Shaken Baby Syndrome

By Core Body of Knowledge:
 1. Child Growth and Development
 2. Family and Community Relationships
 3. Observation and Assessment
 4. Environment and Curriculum
 5. Health, Safety, and Nutrition
 6. Professionalism and Leadership
 7. Administration and Management

By Modality:
 Day Care Center
 Small Day Care Center
 Group Family Day Care
 Family Day Care
 SACC

597 Trainings have been found Sort by: ▼

Quick and Convenient Online Registration

Training Specification

Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider Curriculum Classroom

This competency-based 15-hour training provides a foundation for practices that promote and protect the health and safety of children in home-based child care. Successful completion of this course is required for all new family or group family day care applicants in New York State prior to licensure or registration, as well as for existing family or group family day care providers who change location or modality. This course is required for all new FDC and GFDC providers by NYS OCFS.

OCFS Topics:

2. Nutrition and Health, 7. Child Care Statutes and Regs, 5. Business Records, 4. Safety and Security, 6. CA/M ID and Prevention, 8. CA/M Statutes and Regs, 9. Shaken Baby Syndrome

Core Body of Knowledge:

5. Health, Safety, and Nutrition, 7. Administration and Management

Total Cost: \$250.00

Total Hours: 15

Capacity: 1

Trainer: Patricia Beck

Reg Contact: For testing purposes only

 PDP

[4 Tower Place, Albany, NY 12203](#)

It begins **Mar 9, 2018** ends **Mar 11, 2018**

Start Date	End Date	
Mar 9 - 06:00 AM	Mar 9 - 06:00 PM	
Mar 10 - 06:00 AM	Mar 10 - 06:00 PM	12 hours
Mar 11 - 06:00 AM	Mar 11 - 06:00 PM	12 hours

Apply for this training

Apply for this training

Close it

Quick and Convenient Online Registration

Step 2 of 2: Apply for Health & Safety Training Program

Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider Curriculum

Classroom

This competency-based 15-hour training provides a foundation for practices that promote and protect the health and safety of children in home-based child care. Successful completion of this course is required for all new family or group family day ca...

Training Info

Total Cost: \$250
Total Hours: 15
Capacity: 1
Trainer: Patricia Beck

It begins **Mar 9, 2018** ends **Mar 11, 2018**

Start Date	End Date
Mar 9 - 06:00 AM	Mar 9 - 06:00 PM
Mar 10 - 06:00 AM	Mar 10 - 06:00 PM
Mar 11 - 06:00 AM	Mar 11 - 06:00 PM

Personal Info

First Name : *

Last Name : *

Address 1: *

Address 2:

City: *

State: *

Contact Info

PDP
[4 Tower Place, Albany, NY 12203](#)

Apply



Print your certificate directly from your ECETP account

My Activities ([Edit Profile Information](#))

Health & Safety / MAT Registration Status [+/-]						
Here, you can check the status of your Health & Safety / MAT registration						
Training	Trainer	Start Date	End Date	Status	Submit Date	Status
Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider Curriculum	Patricia Beck	09 March 2018	11 March 2018	Scheduled	19 min ago	Submitted

Health and Safety Training



Two NEW Health and Safety Trainings

Health and Safety Training:
Competencies in Child Care for Day
Care Center, School-Age Child Care,
and Enrolled Legally Exempt Group
Directors Classroom

 EIP Eligible

10 seats left

Health and Safety: Competencies in
Child Care for Day Care Center
School-Age Child Care
Classroom



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Medication Administration Training MAT



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OCFS Non-Credit Bearing Distance Learning Courses

The screenshot shows the Professional Development Program website for Rockefeller College, University at Albany. The page is titled "Early Childhood Education and Training Program" and features a navigation menu with links for Home, About PDP, Obtain/Renew MAT, Learn, Sign up, Apply, Become an Approved Trainer, Find, Resources, and My Registration. A notice states: "Please note: MAT Online recertifications will be unavailable on Tuesday Feb 20th, while server maintenance is performed." The main content area is divided into four colored boxes: "OBTAIN/RENEW YOUR MAT CERTIFICATION" (pink), "LEARN TAKE ECETP e-LEARNING COURSES ONLINE" (purple), "SIGN UP FOR WEBCAST TRAINING" (blue), and "APPLY FOR SCHOLARSHIPS AND REBATES" (green). To the right of these boxes is a photograph of a woman smiling and hugging a young girl. Below the main content area are several utility links: "print my certificates", "video library", "check your EIP status", "find a trainer", "find training", "for trainers and organizations", and "for day care providers". The page also features three columns of content: "What's New?" with a date of "Feb 12, 2018" and a link to "El Programa de Incentivo Educativo (EIP) 2018, Cuidado Infantil del Estado de Nueva York, El Programa de Incentivo Educativo: 2018 Solicitud de becas y folleto informativo."; "For Providers" with links to "OCFS Reviewed Distance Learning Courses" and "Distance Learning Options (onsi-form)"; and "Featured Videos" with a link to "How Regulations are Developed" and a description of a video illustrating how a proposed regulation becomes a NYS Child Day Care Regulation.

OCFS Non-credit Bearing Distance Learning Courses Listing

There are now two ways to find approved courses:

1. Select one of the Approved Organizations listed in the box to the right. Courses that satisfy one or more training topics may be used to fulfill training hours. [Read more important information.](#)
2. Select from the chart below a course that is designated APPROVED and not expired. [Read more important information.](#)

This video describes how to use the OCFS Reviewed Distance Learning Courses page, clarifies what courses count for training credit and which ones do not, and tells how to determine when a distance learning course can be used by providers to help them fulfill their required training hours.

*Medication Administration courses do NOT count as an OCFS approved course to provide medication to children in care in NYS. View a current listing of approved MAT course offerings.

*Note: life-saving (i.e., CPR or First Aid) distance learning courses MUST include an in-person competency skills demonstration in order to receive required certification.

*Health and Safety courses offered by Approved Organizations do NOT count as OCFS approved courses to fulfill the pre-licensing/pre-Service health and safety training requirements.

NYS Non-Credit Distance Learning Course Criteria

Approved Organizations*

1. Ashworth College
2. Ashworth College
3. care Courses
4. ChikiCare Education Institute (CCEI)
5. ChikiCare Lounge
6. New York state Department of Health (for non-CACFP participants)
7. New York state Department of Health (for other health-related courses)
8. New York state Office of Children and Family Services (Child Care Training)
9. Professional Development Program
10. ProSolutions Training
11. Quality A5s 1st Inc.
12. SafeGuard Classes Online
13. Smart Horizons

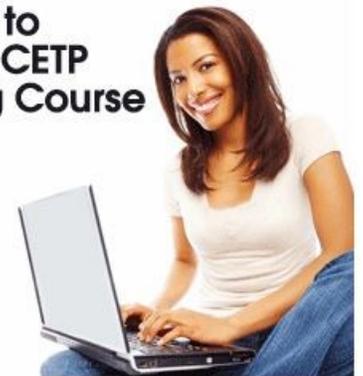
Course Title	Topic Areas	Approval Status	Course Approval Expiration Date	Organization
<div style="border: 1px solid black; padding: 2px;"> <p>Acing Circle Time with Toddlers (1 hours)</p> <p>Course 11 formal IQ</p> </div>	3. Child Day care Program Development (OCFS)	APPROVED	12/18/2018	The Early Childhood Academy

E-Learning

Click here to
go to the ECETP
e-Learning Course
Catalog



e-Learning



Office of Children
and Family Services

Webcast Training



The 2018 Early Childhood Webcast training schedule is now available.

Access On-Demand Webcast Training Materials and Videos

*all fields required

Topic:

--Select a Topic--

Site:

--Select a Site--

Today's Date:

04/16/2018

Submit

Welcome to the 2018 On-Demand Webcast Training Site. The training titles below will be available on a quarterly basis as listed:

January 1 - March 30, 2018

- Addressing Challenging Behavior: An Overview of the Pyramid Model
- Addressing Challenging Behavior: The Pyramid Model in Action
- Identifying and Helping Children Who Have Experienced Trauma

April 1 - June 30, 2018

- Moving and Grooving in your Child Care Program
- Focus on the NYS Child Day Care Regulations

July 1 - September 30, 2018

- Infant Feeding Practices in Child Care Settings
- Child Abuse and Maltreatment: Protective Factors
- Town Hall Meeting: Managing Challenging Behavior

October 1 - December 31, 2018

- Family and Community Relationships with a Focus on Bullying During the School-Age Years
- Looking at Your Child Care Program Through a Different Lens



Search 'ECETP' on YouTube

The screenshot shows the YouTube channel page for the 'Early Childhood Education and Training Program' (ECETP) in New York State. The channel banner is red and features the New York State logo and the text 'Office of Children and Family Services' and 'Early Childhood Education and Training Program'. Below the banner, the channel name 'Early Childhood Education and Training Program' is displayed with 86 subscribers. The 'VIDEOS' tab is selected, showing a grid of 18 video uploads. The videos include titles such as 'Building Healthy Relationships with Effective', 'Early Childhood Education and Training Program', 'How NYS Child Day Care Regulations are Developed', 'Continuity of Care', 'The Effects of Media on Children', 'Safety Around Water with Young Children', 'Bullying in the Preschool Years', 'Children Who Witness Bullying', 'Child Who is Bullied', 'Child Who Bullies', 'Care Body of Knowledge - Family & Community', 'Helping Children Engage in Science', 'Scientists in the Crib', 'Preschool Math', 'Infant - Toddler Math', '1st Steps to Literacy', 'Problem Solving', and 'Perseverance'.

facebook

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Password

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Forgot account?



Early Childhood Education and Training Program

Early Childhood Education and Training Program

Home

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Reviews

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Like Create Fundraiser Send Message

Send Message

Reviews



5.0

3 Reviews

Tell people what you think

0. Search for posts on this Page

Nonprofit Organization in Albany, New York

5.0 *****
Open Now

Community

See All

1,535 people like this

1,535 people follow this

About

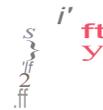
See All

Posts

Early Childhood Education and Training Program

updated their cover photo.

March 8



4 Tower Place, 4th Floor (3.59 mi)
Albany, New York 12203
Get Directions

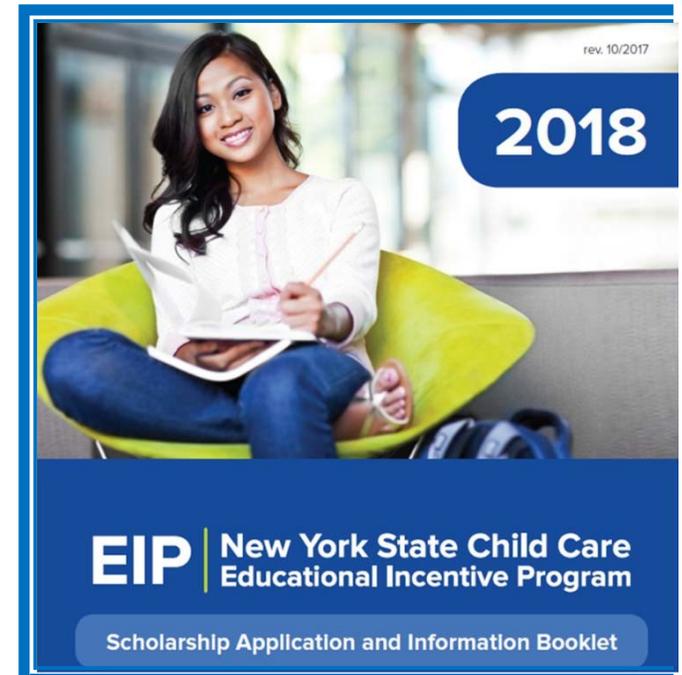
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Office of Children
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Educational Incentive Program EIP



The Educational Incentive Program

- A scholarship program that helps child care providers pay for training and educational activities with the intent to build provider knowledge, skills and competencies, and improve the quality of childcare
- Administered by the Professional Development Program, Rockefeller College, University at Albany
- Sponsored by the New York State Office of Children & Family Services (NYS OCFS)
- Funded by the Federal Child Care and Development fund



Early Childhood Education and Training Program

Home About POP Obtain/Renew MAT Learn Sign up Apply Become an Approved Trainer Find Resources My Registration

Please note: MAT Online recertifications will be unavailable on Tuesday Feb 20th, while server maintenance is performed.



OBTAIN/RENEW
YOUR MAT CERTIFICATION

LEARN
TAKE ECETP e-LEARNING COURSES ONLINE

SIGN UP
FOR WEBCAST TRAINING

APPLY
FOR SCHOLARSHIPS AND REBATES



print my certificates

video library

check your EIP skills

find a trainer

find training

for trainers and organizations

for day care providers

What's New?

Feb 12, 2018

[EIP Programa de Incentivo Educativo \(EIP\) 2018. Cuidado Infantil del Estado de Nueva York, EIP Programa de Incentivo Educativo: 2018 Solicitud de becas y folio](#)

For Providers

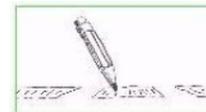
[OCFS Reviewed Distance Learning Courses](#)

[Distance Learning Options](#) (long-form)

Featured Videos

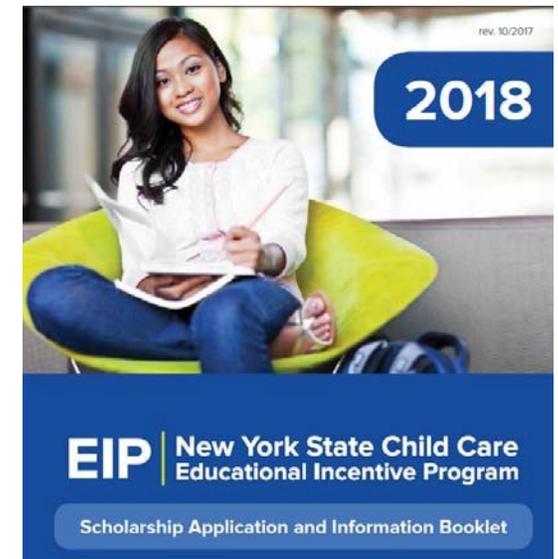
How Reulations are Developed

This video illustrates how a proposed regulation becomes a NYS Child Day Care Regulation. From "Special Webcast: Focus on the New York State Child Day Care Regulations .



Program Eligibility

- Eligibility is based on:
- Employment
- Income
- Training Organization
- Training Type



Eligibility - Employment

All applicants must be:

- A U.S. Citizen, Permanent Resident or Resident Alien authorized to work in the U.S.
- Currently caring for children as part of the adult/child ratio requirement in a child day care program that is licensed or registered by the NYS OCFS or NYC DOHMH

OR

- The direct supervisor of the above mentioned child care staff

Eligibility - Income

Adjusted Gross Income reported on most recent IRS 1040

UPSTATE AWARD ELIGIBILITY			
		100%	75% of amount requested
FAMILY SIZE	1	\$0 - \$27,597	\$27,598 - \$41,395
	2	\$0 - \$36,088	\$36,089 - \$54,132
	3	\$0 - \$44,579	\$44,580 - \$66,869
	4	\$0 - \$53,071	\$53,072 - \$79,606
	5	\$0 - \$61,562	\$61,563 - \$92,343
	6	\$0 - \$70,053	\$70,054 - \$105,080
	Each Add'l	\$8,491	\$12,737

Eligibility - Income

DOWNSTATE AWARD ELIGIBILITY			
		100%	75% of amount requested
FAMILY SIZE	1	\$0 - \$34,496	\$34,497 - \$51,744
	2	\$0 - \$45,110	\$45,111 - \$67,665
	3	\$0 - \$55,724	\$55,725 - \$83,586
	4	\$0 - \$66,338	\$66,339 - \$99,507
	5	\$0 - \$76,952	\$76,953 - \$115,429
	6	\$0 - \$87,566	\$87,567 - \$131,350
	Each Add'l	\$10,614	\$15,921



Eligibility – Training Type

EIP may pay for:

- Non-credit bearing training, workshops and conferences
- Training & assessment fees for CDA and other preapproved credential/certificates
- College tuition and mandatory college fees
- Coaching



Eligibility – Training Type

EIP does not pay for:

- The same training within the same year
- Books and/or training materials
- Elective student fees, room, or board
- Registration or membership fees
- Instructor preparation or commute time



Non-Credit Bearing Training/Conference Workshops and OCFS Approved Non-Credit Distance Learning Courses



Up to \$700.00 Per Calendar Year

College courses taken with regionally accredited colleges

CUNY- School of Professional Studies
 University of Wisconsin-Platteville
 Kingsborough Community College
 Grand Canyon University
 The College of Saint Rose
 Daemen College
 Touro College
 Empire State University
 Mohawk Valley Community College
 Mercy College
 Pace University
 Ashford University
 Hudson Valley Community College
 Adirondack Community College
 University at Albany
 Bronx Community College
 Jamestown Community College
 Lehman College
 Suffolk County Community College
 Liberty University Inc.
 St. Joseph's University
 Albany State University
 Albany State University



Up to \$2000.00 Per Calendar Year

Training and Assessment Leading to Credentials & Accreditation

Child Development Associate

Family Child Care Accreditation

National Administration

NYS School Age Credential



Per Calendar Year

Up to \$1,250.00

Family Child Care Credential

Infant/Toddler Care and Education Credential

Children's Program Administrator Credential



Credentialing Fees are exempt from Financial Eligibility Requirements

Coaching



Questions for the Panel

