



# Office of Children and Family Services

Andrew M. Cuomo  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Acting Commissioner

## **DIVISION OF CHILD CARE SERVICES POLICY STATEMENT**

17-7

### **Coaching as an OCFS-Approved Method of Training**

**ID NUMBER:** 17-7

**TOPIC:** Coaching as an OCFS-Approved Method of Training

**MODALITIES IMPACTED:** All Licensed and Registered Modalities

**APPLICABLE REGULATIONS:** Title 18 of the New York State Code of Rules and Regulations §§: 414.14, 416.14, 417.14, 418-1.14, 418-2.14

**CONTACT:** Regional Offices  
<http://ocfs.ny.gov/main/childcare/regionaloffices.asp>

**EFFECTIVE:** IMMEDIATELY

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### **THIS POLICY STATEMENT IS EFFECTIVE IMMEDIATELY AND CANCELS ALL PREVIOUS MEMOS OR STATEMENTS ON THIS TOPIC**

This policy establishes criteria for when coaching is accepted by the New York State Office of Children and Family Services (OCFS), and may be used to fulfill mandatory training requirements. Coaching that meets the requirements outlined in this policy with appropriate documentation may be used to meet the mandatory training hours and required topics. Coaching may not replace mandatory health and safety training and CPR/First Aid certification requirements.

#### **Training Requirements**

New York Social Services Law Section 390-a(3) requires that operators, program directors, employees, and assistants of Family Day Care homes (FDC), Group Family Day Care homes (GFDC), School-Age Child Care programs, (SACC) and child Day Care Centers (DCC) receive thirty (30) hours of training every two (2) years; provided that fifteen (15) hours of such training must be received within the first six (6) months of the initial licensure, registration or employment. Such training requirements also apply to volunteers at FDC, GFDC, SACC, and DCC programs who have the potential for regular and substantial contact with children. Training must address the required topics outlined in the statute and those identified by OCFS. Programs are encouraged to use a variety of training resources to fulfill training requirements. OCFS recognizes that coaching can be a valuable form of professional development to supplement other types of training.

## **Introduction to Coaching**

Coaching is designed to help child day care providers improve the overall quality of their child care program. Child day care providers work with a coach to develop a strength-based plan that addresses learning and program improvement. Effective coaching focuses on goal-setting and achievement and builds professional skills and appropriate behaviors.

Coaching:

- begins with a collaborative written agreement or plan between the coach and the coachee(s) to set the guidelines, objectives, and goals to improve practices;
- includes various combinations of questioning, listening, observation, reflection, feedback, prompting, modeling, and practice;
- is likely to occur through planned onsite contacts;
- concludes when the specified goal has been achieved (timeframes vary); and
- **is not** an instructor-led classroom training.

## **When and Where Does Coaching Occur?**

Coaching typically occurs when children are present in the program. There is some variation, depending on whether the program is in a center or a home, who the coach is working with (e.g., provider, teacher, director), and the purpose of the coaching visit (e.g., modeling interactions with children or completing paperwork). A coaching plan is developed between the participant/coachee and the coach.

## **When Does Coaching Count Toward Required Training Hours and Topic Areas?**

To count toward the required training hours and topic areas, the coaching must be performed by an early childhood professional who:

- has attained a Training and Technical Assistance Professional (TTAP) credential with coach designation, issued by the New York Association for the Education of Young Children (NYAEYC);  
or
- is a Pyramid Model coach verified by the New York State Early Childhood Advisory Council; or
- is another OCFS-recognized coach.

You can learn more about coaching and find approved coaches on the New York Works for Children homepage: <http://www.nyworksforchildren.org>.

Coaching can be used to cover any of the OCFS regulatory topic areas. Coaching, however, cannot be used to meet requirements for mandatory health and safety training or CPR/First Aid certification.

## **What Coaching Documentation Is Required by OCFS?**

Verification is accomplished through a coaching participation certificate, clearly identifying coach training. It must include:

- Name and signature of participant/coachee
- Name, organization, and title of coach (NYS Registry ID required)
- Date(s) of coaching event(s)

- Total hours of coaching provided
- OCFS topics covered
- CBK (Core Body of Knowledge) topics covered
- Signature of coach

Upon receipt of appropriate documentation demonstrating that coaching meets the above requirements, OCFS will credit coaching hours toward the thirty (30) hours of mandatory training during every two-year period.

### **Assistance Paying for Coaching**

Fees are determined by coaches. Financial assistance may be available through the Educational Incentive Program (EIP). EIP is a scholarship program funded by OCFS. Its purpose is to assist employees of child care programs that meet eligibility criteria by paying for professional development, training, and education to build providers' knowledge and skills, and improve the quality of child care. Those individuals who meet the EIP eligibility criteria may submit an application for financial assistance for a maximum of twenty (20) hours of coaching per year at a cost of up to \$55 per hour. More information can be found at <https://www.ecetp.pdp.albany.edu/eip.shtm>.

Other funding may be available for programs meeting eligibility standards and participating in QUALITYstarsNY. Information on Quality Scholars scholarships can be found at <http://qualitystarsny.org>.

### **Questions Regarding Coaching and This Policy**

If coaching does not fall within the specified parameters of this policy for OCFS-approved coaching, it may still count toward the required training hours and topic areas. Child care programs may contact their local Division of Child Care Services regional office to seek further clarification about what constitutes valid coaching and training. For contact information in regional offices, click on this link: [http://ocfs.ny.gov/main/regionaloffices\\_main.asp](http://ocfs.ny.gov/main/regionaloffices_main.asp)

### **Additional Resources**

New York Early Childhood Advisory Council: <http://www.nysecac.org/ecac-initiatives/pyramid-model/> .

Center on the Social and Emotional Foundations for Early Learning: <http://csefel.vanderbilt.edu/index.html>

Technical Assistance Center on Social Emotional Intervention:  
[http://challengingbehavior.fmhi.usf.edu/do/pyramid\\_model.htm](http://challengingbehavior.fmhi.usf.edu/do/pyramid_model.htm)

Core Body of Knowledge (CBK): <http://www.earlychildhood.org/pdfs/CoreBody.pdf>

Approved by:



Janice M. Molnar, Ph.D.  
Deputy Commissioner, Division of Child Care Services  
Office of Children and Family Service

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