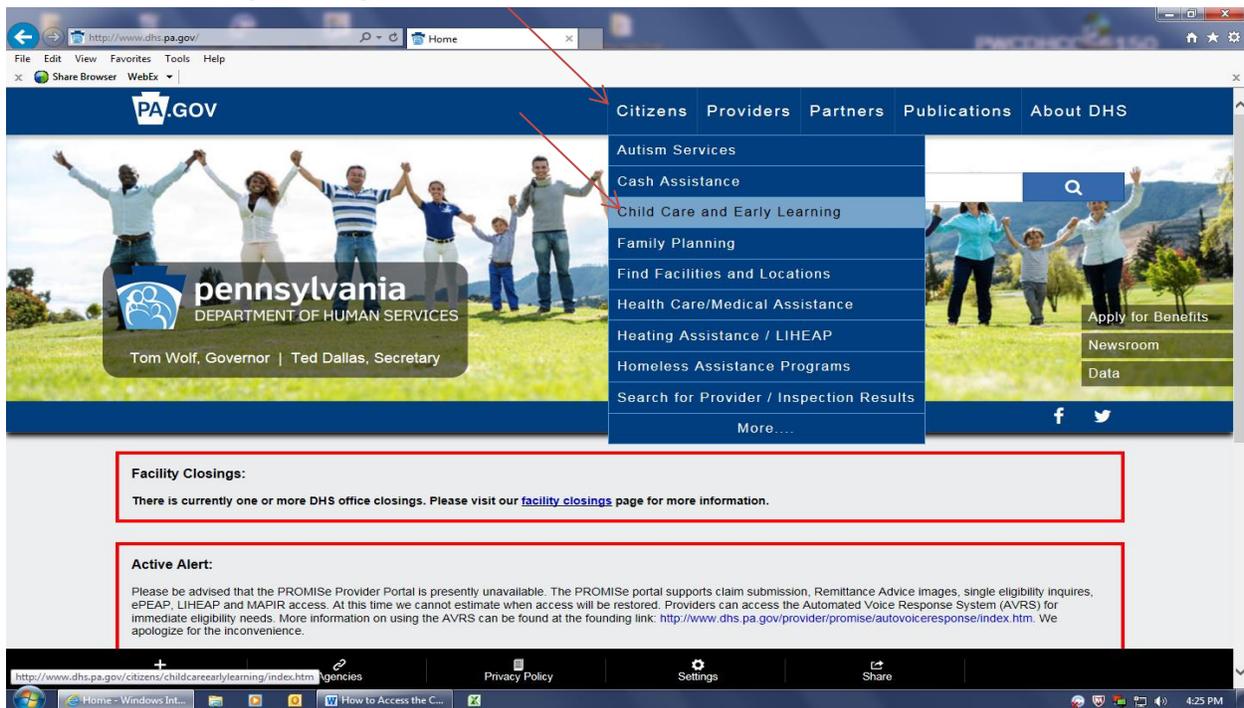
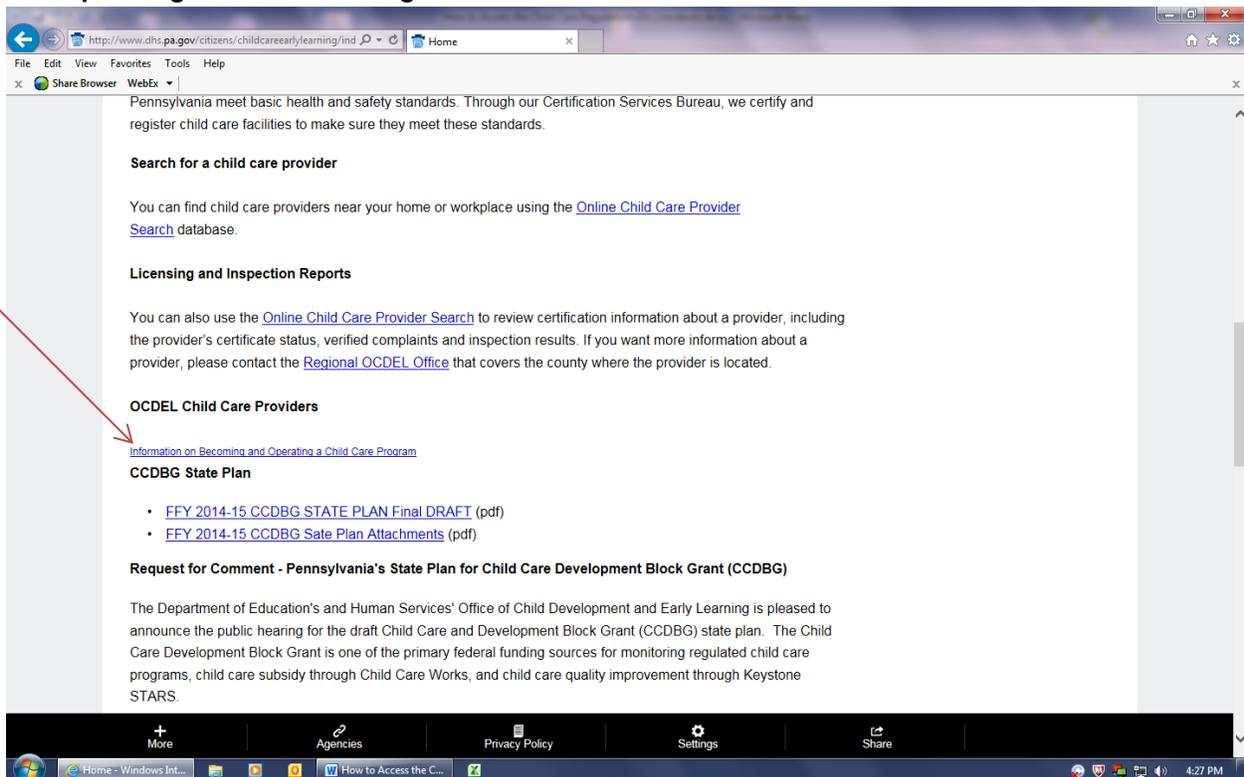


To access the online portion of the DHS Orientation for becoming a Child Care Center or Group Child Care Home, go to the DHS website at [www.dhs.pa.gov](http://www.dhs.pa.gov). Click on the “Citizens” tab and then click on the “Child Care and Early Learning” link.



Scroll down to the “OCDEL Child Care Providers” section. Click on the “Information on Becoming and Operating a Child Care Program” link.



Click on the “Orientation Training for Child Care Providers” link.

[Important Information about Operating as a Child Care Provider](#)

**Provider Self Service (PSS)**

New and existing Child Care Providers can now access Provider Self Service (PSS) to apply for or renew child care licensing, submit online attendance invoices, update provider profiles, and much more. [Find out more about Provider Self Services](#).

**Operating a Child Care Program**

If you are interested in opening a child care program, view the provider requirements and child care forms in the list of links below.

- [Child Abuse History Clearance Requirements](#)
- [Child Care Forms](#)
- [Keystone STARS Child Care Quality Initiative](#)
- [Pennsylvania Early Learning Standards](#)
- [Pennsylvania Pre-K Counts](#)
- [Pennsylvania's Children's Trust Fund](#)
- [Integrated Children's Services](#)
- [Resources for the Business Community](#)
- [Resources for Early Education and Care Providers](#)
- [Provider Requirements](#)
- [Get Help with Support Services](#)
- [Orientation Training for Child Care Providers](#)

**Becoming an Early Intervention Service Provider**

Interested parties should approach the County EI program and express an interest in becoming an Early Intervention provider. The County EI program will assure that interested parties meet state approved/recognized certification or

Scroll down and click on the indicated “click [here](#)” link (in blue) to be redirected to the **Better Kid Care** website where the online portion of the DHS orientation is located.

There are two types of orientation training sessions – one for certified facilities i.e., child care centers and group child care homes, and one for registered facilities i.e., family child care homes.

**CERTIFIED FACILITIES PROGRAM (CHILD CARE CENTER AND GROUP CHILD CARE HOME):**

The orientation training program for certified facilities has two pieces - an online module and an in-person training session. **Upon completion of the online module, you may register to attend the in-person training session. You must attend the in-person session within one year of completing the online module for the certificate to be valid.**

The online module was developed using adult education principles and combines video presentation, activities, exercises and many handouts. Certification Representatives facilitate the in-person orientation training sessions. The same curriculum is used statewide. The orientation training focuses on issues relating to opening and operating a new child care facility. Examples of the topics covered are as follows: the types of child care facilities, child care facility regulations, the application process, clearance requirements, business papers, certificate of occupancy, staffing, recognizing safety hazards and information about child care subsidy, Keystone STARS and Early Intervention. Each person who completes the online module and attends the in-person orientation training session will receive a certificate of completion for each. When filing an application for a certificate of compliance to open a new Child Care Center or Group Child Care Home facility, the legal entity must submit, along with the application, the certificates of completion for both the online module and the in-person orientation as proof of compliance with the requirement for orientation training. **The certificates of completion for both the online module and the in-person session must be less than a year old.** If the certificates of completion are not submitted with the application, the application is not complete. Please note that a complete application must be submitted to the Department in order for an initial inspection to be scheduled.

To complete the online module “DHS Orientation: Opening a Child Care Center or Group Child Care Home” you will need to set up an account for the online system. **\*\* click [here](#) for information on how to start the online module.** There is no fee for this course “DHS Orientation: Opening a Child Care Center or Group Child Care Home.”

This module is the first part of the required Department of Human Services orientation. When you complete this module and receive your Certificate of Completion, you can register for the in-person session of the “DHS Orientation Training for Prospective Child Care Providers.” The in-person session is a group class led by a certification representative from the DHS Regional Child Development office for your region. **You should register for the in-person session as soon as you complete the online module. The certificate is only valid for one year.**

Click on the “On Demand Web Lessons” option.

The screenshot shows a web browser window with the URL <http://extension.psu.edu/youth/betterkidcare/on-demand>. The page title is "Getting Started — Better Ki...". The main content area is titled "Getting Started" and contains three numbered steps:

1. You must have your own **email address**.  
If you don't have an email account, create a free account using any provider. [Google mail](#) is a popular free email provider.
2. You have two options for purchasing the assessment and receiving a certificate of completion for lessons in the On Demand system. You must have a **credit card** to complete any assessment so you can receive professional development credit.
  - **Option 1:** For a *single* lesson: Log into the On Demand system, progress through the lesson, pay to access the assessment using a credit card that is processed through a secure on-line payment system, complete the assessment, and print your certificate of completion.
  - **Option 2:** Prepay for *multiple (five or more)* On Demand lessons with one credit card transaction. Select "Lesson Prepayment" option under "Your Account" after signing in. When prepayment is established, a code is provided to use for lesson payments. The code may be shared with other On Demand users; however, the purchaser of the prepayment code is responsible for the security of the code. The code purchaser can request email notification each time the code is used. The email indicates who used the code and what lessons were completed.
3. You must set your Internet browser preferences to work with our system so you can view video and download the handouts.
  - Allow *cookies* for the On Demand web site.
  - Allow *pop-ups* for the On Demand web site.
  - Trust the *security certificate* for the On Demand web site.

In the left sidebar, a red arrow points to the "On Demand Web Lessons" button, which is highlighted in orange. Other buttons in the sidebar include "CCDBG: Required Health and Safety Training", "Module Approvals in Your State", and "CYTTAP (Military Childcare Project)".

If you do not already have a profile with Better Kid Care, you will need to create one by clicking on the “No, I am a new customer.” If you do have a profile, then log in using your existing information.

The screenshot shows a web browser window with the URL <https://bkc.vrhost.psu.edu/fmi/imp/cgi?db=BKC-OnDemand>. The page title is "BETTER · KID · CARE On Demand Web Lessons". The page includes a "Sign out" link and the "Penn State Extension" logo.

The main content area is titled "Sign In" and contains the following text:

**What is your e-mail address?**  
My e-mail address is:

**Do you have a Better Kid Care password?**

No, I am a new customer.

Yes, I have a password:   
(password not hidden) [Forgot your password? Click here](#)

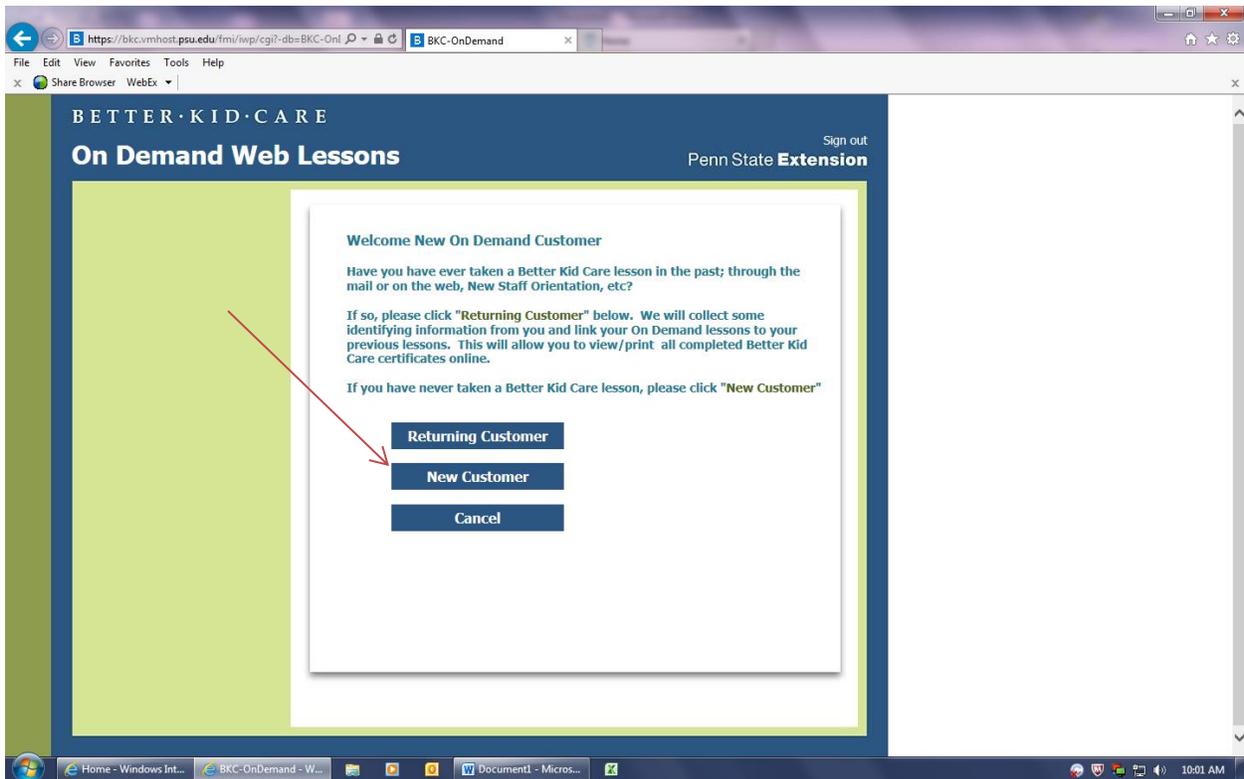
A red arrow points to the "No, I am a new customer." radio button. The left sidebar contains a welcome message:

**Welcome to your professional learning experience with Better Kid Care!**  
The professional development hours awarded by Better Kid Care (one or two hours) include time spent reading content, watching module videos, checking your knowledge, completing reflection and application exercises, and taking the post assessment. Because some of these activities may be completed away from the screen, total hours awarded may not equal dedicated screen time.

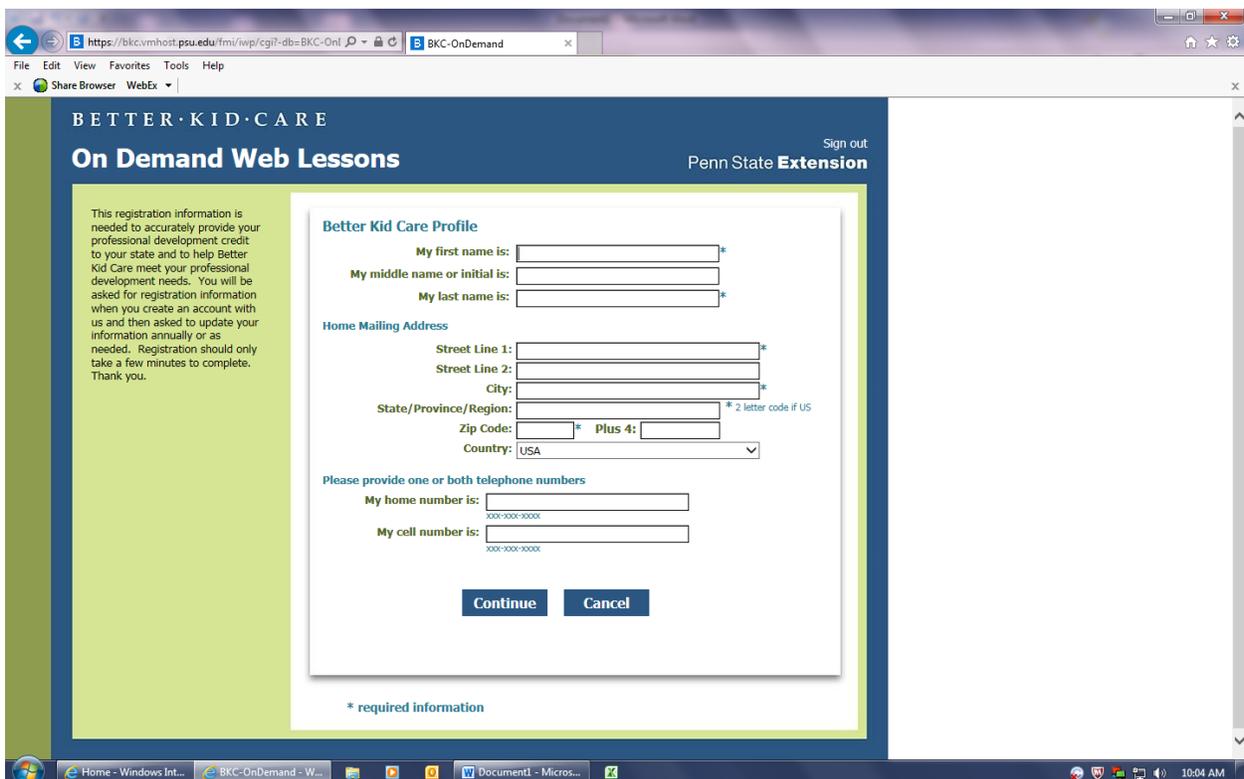
Research shows that professionals who continue learning offer higher quality care to children and youth. Our online lessons were created for professionals like you who want to learn to enhance programs for children and youth. No more than 8 hours of On Demand professional development will be awarded in one calendar day.

Enjoy your learning experience!

If you are a new user, click on the "New Customer" tab.



Fill out the required information.



Fill out the required information.

The screenshot shows a web browser window with the URL <https://bkcvhost.psu.edu/fmi/ivp/cgii-db=BKC-Online>. The page title is "BETTER KID CARE On Demand Web Lessons" and it includes a "Sign out Penn State Extension" link. A sidebar on the left contains a message: "This registration information is needed to accurately provide your professional development credit to your state and to help Better Kid Care meet your professional development needs. You will be asked for registration information when you create an account with us and then asked to update your information annually or as needed. Registration should only take a few minutes to complete. Thank you." The main content area is titled "Profile (cont.)" and contains several required fields marked with an asterisk (\*):

- You will use your email address to Sign In:** "My e-mail address is:" and "Type it again:" (two text input fields).
- Protect your information with a password:** "Enter a new password:" and "Type it again:" (two text input fields).
- Demographic information:**
  - "What is your birthdate?" (text input field with "mm/dd/yy" placeholder).
  - "What are the last 5 digits of your SSN?" (text input field).
  - "What is the Zip Code of your Child Care location?" (text input field).
  - "What is your gender?" (radio buttons for Female, Male, Prefer not to answer).
  - "Are you of Hispanic or Latino origin?" (radio buttons for Yes, No, Prefer not to answer).
  - "What is your race?" (radio buttons for 1 American Indian or Alaska Native, 2 Asian, 3 Black or African American, 4 Native Hawaiian or Other Pacific Islander, 5 White, 6 Other).

At the bottom of the form are "Continue" and "Cancel" buttons. A note at the bottom left of the form area says "\* required information".

Fill out the required information.

This screenshot shows the second section of the "Profile (cont.)" registration form. It contains several required fields marked with an asterisk (\*):

- Which type of program best describes where you work?** (radio buttons for 1 Center-based program, 2 Home-based program, 3 School-age program, 4 Pre-school/public Pre-K, 5 Not currently caring for children/youth).
- Do you work in or operate a licensed child care program in your state?** (radio buttons for Yes, No, Not Sure, Not Required).
- What is your current education level?** (radio buttons for 1 Less than High School Diploma, 2 High School Diploma/GED, 3 Associate's Degree, 4 Bachelor's Degree, 5 Master's Degree, 6 Professional/Doctoral Degree).
- What is your primary role in early care and education?** (radio buttons for 1 Lead teacher, 2 Assistant teacher, 3 Classroom aide, 4 Director/Administrator, 5 Home-based caregiver or Neighbor/Relative, 6 School-age/afterschool/youth development professional, 7 Other).

Below these fields is a "Role, if Other:" text input field. At the bottom of the form are "Continue" and "Cancel" buttons. A note at the bottom left of the form area says "\* required information".

Fill out the required information.

The screenshot shows a web browser window with the URL <https://bkc.vmhst.psu.edu/fmi/rwp/cgi?db=BKC-Onl>. The page title is "BETTER · KID · CARE On Demand Web Lessons" and it includes a "Sign out Penn State Extension" link. A sidebar on the left contains a message: "This registration information is needed to accurately provide your professional development credit to your state and to help Better Kid Care meet your professional development needs. You will be asked for registration information when you create an account with us and then asked to update your information annually or as needed. Registration should only take a few minutes to complete. Thank you." The main content area is titled "Profile (cont.)" and contains several required fields marked with an asterisk (\*):

- Number of children in your direct care (enter zero if none):** Includes three input fields for "Infant/Toddlers", "Preschoolers", and "School-age".
- Are you currently caring for children from military-connected families?** Radio buttons for "Yes" and "No".
- If yes, how many children?** An input field.
- How long have you cared for children as a profession (including this year)?** Radio buttons for: "1 1 year or less", "2 More than 1 year - 5 years", "3 More than 5 years - 10 years", "4 More than 10 years - 20 years", "5 More than 20 years", and "6 I do not provide care for children".
- Do you have a CDA (Child Development Associate) Credential?** Radio buttons for: "1 Yes, I have a CDA credential", "2 Not yet, I am working towards a CDA credential", and "3 No".
- Does your program participate in CACFP (Child and Adult Care Food Program)?** Radio buttons for "Yes", "No", and "Not Sure".

At the bottom of the form are "Continue" and "Cancel" buttons. A note at the bottom left of the form area states "\* required information".

Fill out the required information.

This screenshot shows the same "Profile (cont.)" registration form, but with a different section visible. The sidebar message is identical. The main content area contains one required field marked with an asterisk (\*):

- Do you participate in Pennsylvania Keystone STARS?** Radio buttons for "Yes", "No", and "Not Sure".

At the bottom of the form are "Continue" and "Cancel" buttons. A note at the bottom left of the form area states "\* required information".

Fill out the required information.

The screenshot shows a web browser window with the URL <https://bkc.vmhhost.psu.edu/fmi/rwp/cgi?db=BKC-OnDemand>. The page header includes "BETTER · KID · CARE" and "Penn State Extension". The main heading is "On Demand Web Lessons".

On the left, a green sidebar contains the following text: "This registration information is needed to accurately provide your professional development credit to your state and to help Better Kid Care meet your professional development needs. You will be asked for registration information when you create an account with us and then asked to update your information annually or as needed. Registration should only take a few minutes to complete. Thank you."

The main content area is titled "Profile (cont.)" and asks "Do you have a Registry ID?". Below this, it states: "Better Kid Care can credit your professional development in your state tracking system if you provide your ID. Please enter your ID and click 'Submit' or click 'No ID' if you do not participate in the system." There is a text input field labeled "Registry ID". At the bottom of the form are three buttons: "Submit", "No ID", and "Cancel".

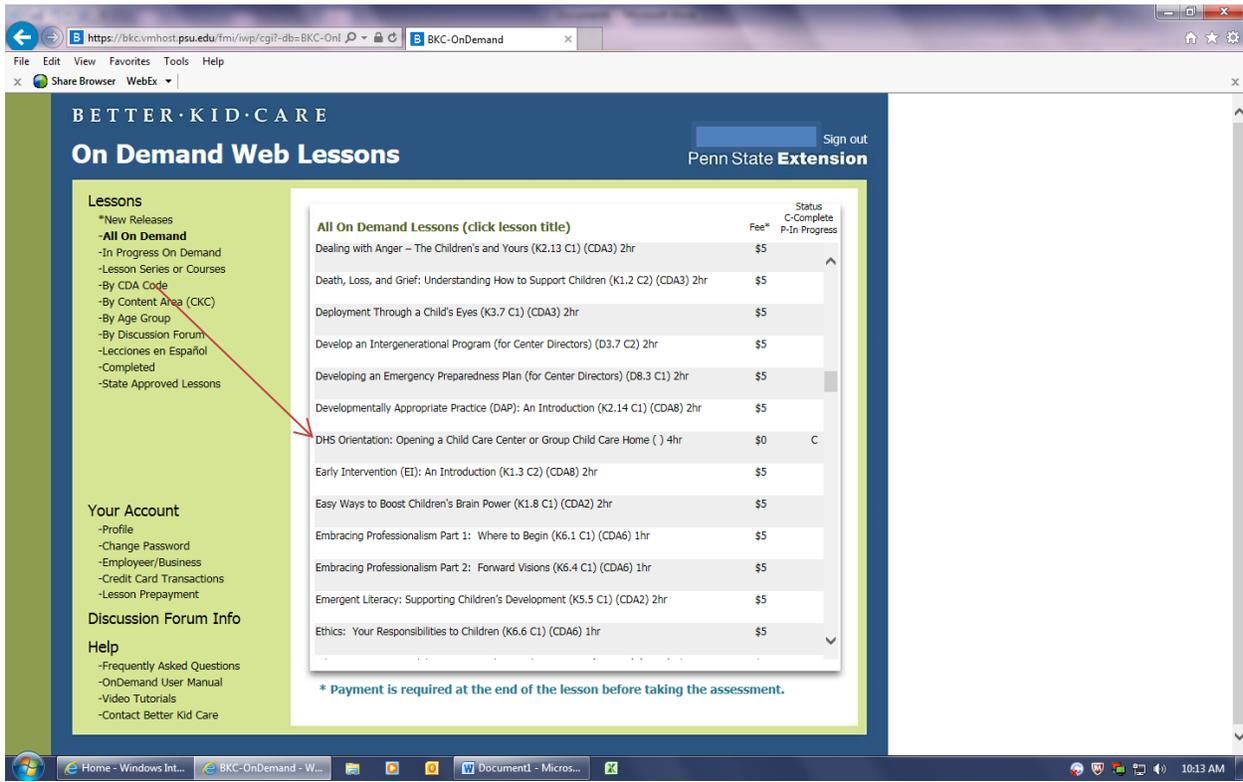
After completing the registration, you can now log in by entering your email address and associated password and clicking on the "Continue" button.

The screenshot shows the same web browser window, but the page content has changed to the login screen. The header and sidebar remain the same. The main heading is "On Demand Web Lessons".

The main content area is titled "Sign In" and asks "What is your e-mail address?". There is a text input field for the email address. Below this, it asks "Do you have a Better Kid Care password?". There are two radio button options: "No, I am a new customer" and "Yes, I have a password: (password not hidden)". The "Yes" option is selected. There is a text input field for the password and a link that says "Forgot your password? Click here". At the bottom of the form is a "Continue" button.

Below the form, a message states: "Your registration was successful. You may now Sign In with your email address and password."

All of the offered courses are listed alphabetically. Scroll down and click on the **“DHS Orientation: Opening a Child Care Center or Group Child Care Home”** link. Please note there is **NO** fee.



The course takes a few hours to complete. You can always save your progress and then log back in at a separate time if you are not able to finish it in one sitting. When you have completed the online orientation, it will generate a Certificate of Completion. **Make sure you print out and save this certificate. You will NOT be admitted into the in-person orientation session without it.** Once you are done with the online portion, contact your regional office to schedule the remaining in-person orientation session conducted by licensing representatives.



