

## **Policy Communiqué #11-04: Training Requirements for Relative/Neighbor (R/N) Providers**

**This is a message from the Bureau of Subsidized Child Care Services**

**Title:** Training Requirements for Relative/Neighbor (R/N) Providers

**Date:** March 23, 2011

**Priority:** High

**Category:** Informational

**Action Required:** See "Next Steps"

**Response Required:** None

### **Purpose:**

To remind Child Care Information Services (CCIS) agencies and R/N providers that beginning July 1, 2009, R/N providers are required to have 12 hours of training every two years in order to continue to participate in the Child Care Works (CCW) subsidized child care program. Providers entering the program on July 1, 2009 are now approaching their two year limit. Effective July 1, 2011, PELICAN CCW will fail R/N providers as they reach their two year limit and have not submitted their proof of 12 hours of training.

### **Discussion:**

The Office of Child Development and Early Learning (OCDEL) is committed to assuring that all children have access to high quality early learning programs. OCDEL is especially interested in investing in quality child care and early education settings for our most vulnerable children who are participating in the subsidized child care program. Research consistently indicates that quality child care results in increased social, emotional and intellectual growth in children, which in turn contribute to long term benefits and successes.

In May 2008, the Pennsylvania BUILD Initiative issued a report by the BUILD Taskforce on Quality in Regulation Exempt Care Settings, titled "Recommendations to Promote Quality in Pennsylvania Regulation Exempt Child Care Settings." In their report, the Taskforce issued recommendations to OCDEL to assist in the goal of meeting the early childhood needs of all children, including those enrolled in R/N settings. One of the Taskforce's recommendations was to expand the Professional Development System to support R/N providers and offer training opportunities. A second recommendation from the Taskforce was that training hours be made mandatory as a requirement to participate in the CCW subsidized child care program.

### **Policy**

Beginning July 1, 2009, R/N providers were required to submit proof of 12 hours of training over the next two year period. The two year period was tracked in conjunction with the provider's CareCheck renewal. PELICAN Child Care Works has been updated to allow CCIS agencies to enter training hours into the system.

Starting in May CCIS agencies will begin to receive alerts for R/N providers who are approaching the two year mark for competing 12 hours of training. CareCheck will not be able to be renewed for these providers until 12 hours of training is recorded.

Note: The first providers who did not complete training will fail on July 1, 2011. The Policy Division will provide training to CCIS agencies to explain how PELICAN CCW will process this type of failure.

Acceptable training topics will mirror the Core Body of Knowledge, which currently guides provider training. Examples of topic areas include:

- Child growth and development
- Child environment, curriculum and content
- Communication
- Health, safety and nutrition

To assure quality training opportunities are provided to R/N providers, training must be provided by instructors and organizations approved through the Pennsylvania Quality Assurance System (PQAS). R/N providers will not be able to count college courses or community health courses that are not available through PQAS. R/N providers are able to access training by attending workshops, completing mail-in self-learning modules and taking on-line self-learning modules. Some examples of organizations that can provide PQAS approved training are:

- Regional Keys
- Better Kid Care
- Penn State Extension Offices
- American Academy of Pediatrics
- ECELS

R/N providers, who have access to the internet, are encouraged to register with the Keys to Quality on-line training system where they will be able to access training calendars, and take advantage of mail or on-line self-learning training opportunities.

For those R/N providers who do not have access to the internet, self-learning modules can be ordered by telephone or mail, to be completed at home.

CCIS agencies should give R/N providers the following documents, which are attached to this communiqué.

- A letter to child care providers explaining how to register for and access professional development on the PA Keys website.
- A flyer, to which the CCIS can add the agency name and telephone number, that provides steps to accessing professional development if the provider has internet access and steps to obtaining professional development if the provider does not have access to the internet.
- An order form to obtain lessons by mail from Better Kid Care.
- ECELS self-learning modules flyer.

These attachments should be mailed to all active R/N providers who renew Carecheck or given to new R/N providers during the face-to-face meeting.

**Next Steps:**

1. Share this information with appropriate staff.
2. Provide letter and other attachments to all active R/N providers.
3. Direct questions to your Subsidy Coordinator.

Obsolete