

## **New Child Care Provider Orientation 2024**

### **Western Region**

#### **Before Attending an Orientation**

Before participating in the Department of Human Services (DHS) Orientation, you must complete the Better Kid Care DHS Orientation training within year from the Orientation date. You will not be admitted to the DHS Orientation without proof of completion.

If you completed online training more than a year ago from the Orientation date, you must call Better Kid Care and request the training be reset for you. Then, you must allow a minimum of 48 hours for Better Kid Care to reset your account and give you access to this training again.

#### **Completing the free and online Better Kid Care DHS Orientation Training**

1. Go to: [www.extension.psu.edu/youth/betterkidcare/on-demand](http://www.extension.psu.edu/youth/betterkidcare/on-demand)
2. Click on *Sign in to On Demand*
3. Go through the registration process
4. Complete the lesson relevant for the Orientation Class you wish to attend
  - Family: *DHS Orientation: Opening a Family Child Care Home*
  - Group/Center: *DHS Orientation: Opening a Child Care Center or Group Child Care Home*
5. Print the Better Kids Care Certificate of Completion. This training is required for admittance into the in-person orientation.

Registering for the DHS Orientation

#### **Pre-registration is required.**

- To register for in-person DHS Orientation Session, please e-mail the following information to [RA-ocdelcertwpittsbu@pa.gov](mailto:RA-ocdelcertwpittsbu@pa.gov).
  - Full name
  - Current Address
  - Current Phone
  - Current e-mail
  - Date of session & type of session
- Please register for the date and time that best fits the type of provider: Family Child Care Home (FCCH), Group (GR), or Center (CTR).
- If internet accessibility is not available, you may register by calling 1-800-222-2149.
- Plan to be on time for the DHS Orientation. No one will be admitted 15 minutes after the session begins and will not receive a Certificate of Attendance.
- Only two persons per legal entity may attend the DHS Orientation.
- Please make appropriate childcare arrangements for your children. No children will be permitted.
- If you are unable to attend the DHS Orientation after registering, please call 1- 800-222-2149.

**Attendance is MANDATORY as part of the Certification process.  
ALL information presented in the session is important.**

- **Required for Admittance:**
  - Valid ID (Unexpired)
  - Proof of online Better Kids Care Training
- **Recommended:**
  - Copy of the [Regulations Child Care Regulations](#)
  - Copy of PowerPoint Presentation (sent in confirmation email)
  - Paper and pen/pencil for notes

Center/Group Orientation starts at (AM Sessions) 9:15 a.m. and ends at 12:00 p.m.

Family Orientation starts at (PM Sessions) 1:30 p.m. and ends at 4:00 p.m.

Dates	Session	Location	Address
Jan 10	Ctr/Gp (AM) 9:15 am – 12 noon	Bureau of Certification Services, Western Region- Pittsburgh Office	11 Stanwix Street Pittsburgh, PA 15222
Feb 7	Ctr/Gp (AM) 9:15 am – 12 noon Family (PM) 1:30 pm – 4:00 pm	Pennsylvania Training and Technical Assistance Network Pattan- West	3190 William Pitt Way Pittsburgh PA 15238
Mar 6	Ctr/Gp (AM) 9:15 am – 12 noon	Bureau of Certification Services, Western Region- Johnstown Office	727 Goucher Street Johnstown, PA 15905
Apr 10	Ctr/Gp (AM) 9:15 am – 12 noon Family (PM) 1:30 pm – 4:00 pm	Early Learning Resource Center Region 1	Keystone Office Space 3823 W. 12 <sup>th</sup> Street Erie, PA 16505
May 8	Ctr/Gp (AM) 9:15 am – 12 noon	Bureau of Certification Services, Western Region- Pittsburgh Office	11 Stanwix Street Pittsburgh, PA 15222
June 5	Ctr/Gp (AM) 9:15 am – 12 noon Family (PM) 1:30 pm – 4:00 pm	Pennsylvania Training and Technical Assistance Network Pattan- West	3190 William Pitt Way Pittsburgh PA 15238
July 10	Ctr/Gp (AM) 9:15 am – 12 noon	Bureau of Certification Services, Western Region- Johnstown Office	727 Goucher Street Johnstown, PA 15905
Aug 7	Ctr/Gp (AM) 9:15 am – 12 noon Family (PM) 1:30p.m. 4:00p.m.	Early Learning Resource Center Region 1	Keystone Office Space 3823 W. 12 <sup>th</sup> Street Erie, PA 16505
Sept 11	Ctr/Gp (AM) 9:15 am – 12 noon	Bureau of Certification Services, Western Region- Pittsburgh- Pittsburgh Office	11 Stanwix Street Pittsburgh, PA 15222
Oct 9	Ctr/Gp (AM) 9:15 am – 12 noon Family (PM) 1:30 pm – 4:00 pm	Pennsylvania Training and Technical Assistance Network Pattan- West	3190 William Pitt Way Pittsburgh PA 15238
Nov 6	Ctr/Gp (AM) 9:15 am – 12 noon	Bureau of Certification Services, Western Region- Johnstown Office	727 Goucher Street Johnstown, PA 15905
Dec 11	Ctr/Gp (AM) 9:15 am – 12 noon Family (PM) 1:30 pm – 4:00 pm	Early Learning Resource Center Region 1	Keystone Office Space 3823 W. 12 <sup>th</sup> Street Erie, Pa 16505