

Training Requirements for License-Exempt Child Care Providers

The Child Care Development Fund (CCDF) is provided by the federal government and requires all child care providers to complete training on specific health and safety topics in order to receive child care subsidy payments. The purpose of this requirement is to ensure children are receiving safer and more family-friendly care.

In order to track completion of training, the applicant and staff/volunteers responsible for the supervision of children must register with Opportunities in a Professional Education Network (OPEN) for a Missouri Professional Development (MOPD) ID, create a Toolbox account, and enroll in the MOPD Registry. Additionally, one person (usually the owner or Director of the facility) must create a Toolbox account, request Program Level Access and associate each staff member to the facility DVN for tracking purposes. **Training cannot be verified by DSS until staff has been associated to the facility DVN in OPEN.**

NOTE: As staff is hired or leaves, the owner or director should add/remove the staff's MOPD ID to/from the facility DVN in OPEN.

Refer to the OPEN Initiative website at <https://www.openinitiative.org/> for more information about getting an MOPD ID, creating a Toolbox Account, information about enrollment in the MOPD Registry and how to request Program Level Access.

Initial Training Requirements

- 1. Child Care Subsidy Orientation Training** **you only have to complete this training once and only one person from the facility is required to complete (director/owner)*

Approved options for completing this training include:

Option 1: Take the training online for FREE at <https://apps.dss.mo.gov/childcareorientation>

Option 2: Educare offers this training in-person for FREE. You can find contact information for the Educare provider that covers your county at <https://dss.mo.gov/cd/child-care/child-care-providers/educare.htm>. After completion of this training, Educare will enter attendance and training credit will upload to OPEN.

- 2. CCDF Health and Safety Training** **you only have to complete this training one time*

Approved options for completing this training include:

Option 1: Take the training online for FREE at <https://apps.dss.mo.gov/CDTraining/>.

Option 2: Educare offers this training in-person for FREE. You can find contact information for the Educare provider that covers your county at <https://dss.mo.gov/cd/child-care/child-care-providers/educare.htm>. Contact your local Educare provider for assistance registering for training. Educare will enter attendance and training will upload to OPEN.

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3. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) **must be kept current – expires every two (2) years*

First Aid/CPR training is only accepted from the following national models:

American Academy of Pediatrics PedFACTs	American Red Cross
American Heart Association	American Safety and Health Institute
EMS Safety	National Safety Council
Emergency Care and Safety Institute	ProTrainings
American Trauma Event Management (ATEM)	

Approved options for completing this training include:

Option 1: The Missouri Workshop Calendar (<http://www.moworkshopcalendar.org/>) lists companies and organizations throughout Missouri that offer First Aid and CPR training. Costs vary by training provider; training costs are not reimbursed. Click on the blue 'First Aid/CPR Training' tab on the Workshop Calendar to locate a trainer in your area. You will need to contact the trainer directly to schedule your training. After completion of this training, the trainer will enter attendance so that it will upload to OPEN.

Option 2: You can take CPR/First Aid training outside of the Workshop Calendar if the trainer offers certificates from one of the national models listed above. Costs vary by training provider; training costs are not reimbursed. For training completed outside of the Missouri Workshop Calendar, submit your First Aid/CPR certificate of completion to OPEN Initiative (email/scan your certification to openinitiative@missouri.edu). **You must include your MOPD ID number and DVN in your email. In your email, you also will need to inform OPEN that you do not need clock hour credit.**

Option 3: Your local health department may offer **FREE** Pediatric First Aid/CPR certification. Contact your local health department to find out more.

Annual Training Requirement (For Renewing Providers Only)

All renewing providers shall complete six (6) clock hours of training available through the Missouri Workshop Calendar annually thereafter, prior to their registration end date.

Training can be accessed through the Child Care Aware Workshop Calendar at <http://www.moworkshopcalendar.org/> or by contacting your local Educare provider.

Public School exception: License-exempt public school providers may use Professional Development trainings required by their school as the six (6) clock hours of annual required training. Staff members who do not participate in Professional Development must take six (6) clock hours of training through the Workshop Calendar.

Military Base exception: DSS will accept the annual training requirements set by the federal government for maintaining military base child care program status.