

## Training Requirements for License-Exempt Child Care Providers

A new federal child care law went into effect in October 2016 which requires all child care providers to complete training on specific Health and Safety topics in order to receive child care subsidy payments. The Child Care Development Fund (CCDF) is provided by the federal government to support the child care subsidy program for low income families. The goal of the law is to provide a safer, more family-friendly child care program. The training you and your staff receive will help ensure the health and safety of your facility and the children in your 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. As staff is hired or leave, the owner or Director should add/remove staff 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 a MOPD ID, creating a Toolbox Account, information about enrollment in the MOPD Registry and how to request Program Level Access.

### **Required Training**

As a part of the application process and requirements to become a registered child care provider, you and all staff/volunteers responsible for the supervision of children must complete the trainings listed below before your registration application can be considered for approval. The trainings and DSS approved options for completing the training are as follows:

#### **1. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR)\***

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

**\* Pediatric First Aid/Cardiopulmonary Resuscitation training must be current and maintained current.**

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](mailto:openinitiative@missouri.edu)). **You must include**

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**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.**

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## **2. CCDF Health and Safety Training**

Approved options for completing this training include:

Option 1: Educare offers an in-person CCDF Health and Safety training that covers all of the topics except for First Aid/CPR. The Educare training is **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>. Please contact your local Educare provider for assistance registering for training. After completion of this training, Educare will enter attendance and training will upload to OPEN.

Option 2: You can also take the CCDF Health and Safety training online for **FREE** at <https://apps.dss.mo.gov/CDTraining/>. This training covers all of the required CCDF Health and Safety topics except for First Aid/CPR certification. To receive training credit, you must click on the 'Click here for training credit button,' complete the required fields, and click 'submit.' You will receive a training certificate that you should print for your records and attendance will automatically transfer to OPEN.