



Michael R. Pence, Governor  
State of Indiana

*Office of Early Childhood and Out-of-School Learning*  
402 W. WASHINGTON STREET, ROOM W361, MS02  
INDIANAPOLIS, IN 46204

June 16, 2016

Dear Child Care Provider,

We have received several questions in response to the previous letter from May 31, 2016 concerning the new health and safety orientation training requirements. Per the federal Child Care and Development Block Grant Act of 2014, orientation training in 10 specific health and safety topic areas is required as well as child development for child care providers. The purpose of this letter is to provide some additional information and clarification.

Health and safety orientation training is required for all provider types, including:

- Licensed centers,
- Licensed homes,
- Unlicensed registered ministries who are certified for CCDF, and
- Legally licensed exempt providers (including public schools)

The health and safety orientation training is required for all staff who are caregivers (including volunteer caregivers and anyone else included in child to staff ratio), teachers, directors, and child care home licensees.

Many options are available for you to meet this training requirement, including credit for prior training and education that is applicable to the topic areas. Prior training may be used toward meeting a required topic area if there is adequate documentation of the training. Individuals who have already earned a degree, certificate, credential or completed higher education coursework may be able to use these as options to meet one or more of the topic area requirements. Another option is a free online training that will be available through Training Central beginning in late June. A list of approved options for meeting each Health and Safety topic area can be found at <http://www.in.gov/fssa/carefinder>. This list will be updated on a regular basis to include any newly approved trainings.

Your Paths to QUALITY™ coach or local Child Care Resource and Referral agency can help you to understand and meet the training requirements. A map with local Child Care Resource and Referral contact information is included with this letter.

Sincerely,

Nicole Norvell  
Director  
Office of Early Childhood and Out-of-School Learning

