



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

August 18, 2016

Dear Child Care Provider,

This letter is part of our continuing effort to make sure you are aware of the new health and safety orientation requirements and how they will impact your program. The federal Child Care and Development Block Grant Act of 2014 requires pre-service or orientation training in 10 specific health and safety topics as well as child development. Documentation of health and safety orientation training is required **by September 30, 2016** for current staff. After September 30, 2016, documentation will be required for all new staff within three (3) months of employment. Documentation is required for::

- All eligible CCDF providers. This includes:
 - All licensed centers
 - All licensed homes
 - All unlicensed registered ministries certified for CCDF, and
 - All legally licensed exempt provider
- All caregivers including teachers, directors in licensed centers, child care home licensees, volunteer caregivers, and anyone else included in child staff ratio.

The documentation of Health and Safety Orientation Training must be in the form of training certificate(s) or a college transcript from an accredited college or university. A CDA credential can be used to meet 6 of the 11 training topic areas. A list of approved trainings can be found at <http://www.in.gov/fssa/carefinder>. Prior training may be approved if it meets the topic requirements and there is adequate documentation of the training.

To help you meet this requirement, an online training is available at no cost to you through Training Central at <https://www.iaccrr.org/default.cfm?page=training-central>. Indiana's Introduction to the Child Care Profession is a 4-module series designed to help you meet the Health and Safety Orientation Training requirement. All four modules are now available and can be taken individually to meet your training needs.

If you need help with the Health and Safety Orientation Training requirement, please contact your local Child Care Resource and Referral agency or your Paths to QUALITY™ coach. A map with the local Child Care Resource and Referral contact information is included with this letter.

Sincerely,

A handwritten signature in black ink that reads "Nicole Norvell".

Nicole Norvell

Director

Office of Early Childhood and Out-of-School Learning

