



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

September 19, 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. All CCDF-eligible providers must have documentation of pre-service or orientation training in 10 specific health and safety topics as well as child development **by September 30, 2016**. This includes all caregivers including teachers, directors in licensed centers, child care home licensees, volunteer caregivers, and anyone else included in child staff ratio.

A list of approved trainings can be found at <http://www.in.gov/fssa/carefinder/5033.htm>. There are multiple training options available for each of the required topic areas. Some trainings may cover multiple topic areas while others are specific to an individual topic. **Please note that on-line and in-person trainings must be documented with a training certificate.** Review the approved trainings list and your training file to determine if your existing professional development and training documentation meets the requirements for each topic area.

Individuals who have already earned degrees, credentials or completed higher education coursework may also be able to use these as documentation to meet the training requirements for topic areas. Documentation must be in the form of training certificate(s) or a college transcript from an accredited college or university.

The training documentation should be kept with your staff training records. **OECOSL staff will begin checking for compliance with the health and safety training requirements beginning 10/1/16 during inspections.** If a non-compliance is cited, the provider will need to submit a written plan to their OECOSL consultant or PES inspector on how the provider will correct the insufficiency and come into compliance with the training requirement. If a provider is not in compliance, it may affect the status of their license, registration, or CCDF eligibility

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,

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

