



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

July 1, 2016

Dear Child Care Provider,

This letter is part of our continuing effort to ensure 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 and highly recommends training on child development **by September 30, 2016**.

Documentation of health and safety orientation training 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 providers

- All caregivers including teachers, directors in licensed centers, child care home licensees, volunteer caregivers, and anyone else included in child staff ratio.

The documentation must be in the form of training certificate(s) or a college transcript from an accredited college or university. Training certificates must include the following information:

- ❖ Date of training
- ❖ Name and credentials of the trainer/or the training organization
- ❖ Content/subject of the training
- ❖ Type of training
- ❖ Number of clock hours of training in topic/content area

A list of approved trainings can be found at <http://www.in.gov/fssa/carefinder>. Prior training and education, including CDA, may be approved for certain required topic areas. Please review the approved trainings list for more information.

If you need help with the Health and Safety Orientation Training requirement, or if you do not see your prior training or education in the approved trainings list, 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

