

Enrollment/Re-Enrollment Training Requirements for Legally Exempt Group Child Care Programs (GUA/GNUA)

Tip Sheet

Training Required by Regulation

Initial Enrollment

Prior to initial enrollment, all staff and volunteers, regardless of their roles, need to complete pre-service training on health and safety in child care settings. This is called the pre-service training requirement.

Completing one of the following OCFS*-approved courses meets this requirement:

- Foundations in Health and Safety (free online course available in English, Spanish, and Chinese)
- Health and Safety for Legally Exempt Providers (classroom training)
- SUNY Health and Safety Training: Competencies for Becoming a Family/Group Family Day Care Provider (classroom training)
- OCFS-approved alternative—contact your enrollment agency (EA) if you need training in a language other than English.

Pre-service training certificates for all staff and volunteers must be submitted to the EA along with the enrollment form.

Re-Enrollment

Once the program is enrolled, all staff and volunteers, regardless of their roles, must complete a minimum of five (5) hours of training annually. This is called the annual training requirement.

- Training taken to fulfill this requirement must be approved by the enrollment agency (EA) and fall under one or more of OCFS's [ten \(10\) required training topic areas](#).
- This training must be completed during every enrollment period. For example, if the enrollment period began on November 15, 2022, all staff and volunteers have until November 14, 2023, to complete at least five (5) hours of training.

Any new staff or volunteers must complete the pre-service training requirement before they begin working in the program. Once they begin working, they must complete a minimum of five (5) additional hours of training annually.

Training certificates for all staff and volunteers must be submitted to the EA along with the enrollment form.

*Office of Children and Family Services (OCFS)

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Optional Training Requirements for Enhanced Reimbursement Rates

Social services districts may have enhanced reimbursement rates for legally exempt group child care programs. Check with your EA to find out if an enhanced rate is available for your program.

If your program is eligible, it must meet the pre-service and annual training requirements for all staff and volunteers, regardless of their roles, and the following additional requirements to be considered for the enhanced rate:

- The director(s) must complete the Health and Safety: Competencies in Child Care for Day Care Center, School-Age Child Care, and Enrolled Legally Exempt Group Program Directors course or another OCFS-approved course.
 - Director(s) must also complete a minimum of fifteen (15) additional hours of training in one or more of the [ten \(10\) required training topic areas](#). This means directors must take a minimum of twenty (20) hours of training (annual training requirement of five [5] hours + additional training requirement of fifteen [15] hours).
 - Each employee with a caregiving role in the program must complete a minimum of five (5) additional hours of training in one or more the [ten \(10\) required training topic areas](#). This means these employees must take a total of at least ten (10) hours of training (annual training requirement of five [5] hours + additional training requirement of five [5] hours).
- The program must submit to the EA the completed OCFS-LDSS-4702 Legally Exempt Group Child Care Program Attestation of Compliance with Enhanced Requirements form and documentation, including training certificates, showing they have met the training requirements.

Once approved by the EA, the program will receive the enhanced reimbursement rate through the end of the current enrollment period.

To continue receiving the enhanced reimbursement rate after that enrollment period ends, the program must continue to complete the additional training requirements.

- **Director(s):** a minimum of twenty (20) hours every enrollment period (annual training requirement of five [5] hours + additional training requirement of fifteen [15] hours)
- **Employees with caregiving roles:** a minimum of ten (10) hours every enrollment period (annual training requirement of five [5] hours + additional training requirement of five [5] hours).

The program must keep copies of training certificates to share with the EA.

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