

Enrollment/Re-Enrollment Training Requirements for Legally Exempt Informal Providers

Tip Sheet

Training Required by Regulation

(non-relative in-home child care providers and non-relative family child care providers)

Initial Enrollment

Prior to your first enrollment, you need to complete a 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 a training in a language other than English.

You need to submit documentation (training certificate) to your EA showing you completed one of the approved trainings with the initial enrollment packet.

Re-Enrollment

Once you're enrolled, you need to complete a minimum of five (5) hours of training annually. This is called the annual training requirement.

- Training taken to fulfil this requirement must be approved by your enrollment agency (EA) and fall under one or more of OCFS's [ten \(10\) required training topic areas](#).
- You must complete this training by the end of each enrollment period. For example, if your enrollment period began on November 15, 2022, you have until November 14, 2023, to complete at least five (5) hours of approved training.
- You must keep copies of your training certificates to share with the EA.

**Office of Children and Family Services (OCFS)*

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Relative-Only In-Home and Relative-Only Family Child Care Providers

These providers are exempt from the pre-service and annual training requirements.

Optional Training Requirements for Enhanced Reimbursement Rates

All informal child care types

(non-relative in-home child care, non-relative family child care, relative-only in-home child care, relative-only family child care)

An enhanced reimbursement rate is available to all informal child care providers who meet the following requirements:

- All informal providers (non-relative AND relative-only) must complete ten (10) or more hours of EA-approved training in one or more of OCFS's* [ten \(10\) required training topic areas](#).
- This means relative-only providers will need to take a minimum of ten (10) hours of training.
- This means non-relative providers will need to take a minimum of fifteen (15) hours of training (annual training requirement of five [5] hours + additional training requirement of ten [10] hours).
- Submit your training certificates showing you've met the training requirements to the enrollment agency (EA).

Once approved by the EA, you will receive the enhanced reimbursement rate for twelve (12) months. Please note, this time period does not have to coincide with your enrollment period.

To continue receiving the enhanced reimbursement rate after that twelve (12)-month period, you must continue to complete the additional ten (10) or more hours of training.

- **Relative-only providers:** a minimum of ten (10) hours annually
- **Non-relative providers:** a minimum of fifteen (15) hours annually (annual training requirement of five [5] hours + additional training requirement of ten [10] hours)

You must keep copies of training certificates to share with your EA.

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