

Health & Safety Trainer Resources

Appendix A: Health and Safety Training Standards and Resources	R-1
General Information	R-1
Who should take this course?	R-1
<i>Family and Group Family Day Care</i>	<i>R-1</i>
<i>Day Care Center and School-Age Child Care Staff.....</i>	<i>R-2</i>
<i>Day Care Center, School-Age Child Care, and Legally Exempt Group Directors.....</i>	<i>R-2</i>
Appendix B: Presenting Yourself to Prospective Clients	R-3
Appendix C: Scheduling Health and Safety Training	R-4
Training Schedule and Location	R-4
Appendix D: Preparing for Health and Safety Training.....	R-5
Training Site.....	R-5
Class Size	R-5
Class Length	R-6
Training Materials Needed.....	R-6
Participant Materials	R-6
Accessing Health and Safety Materials	R-7
Co-Training Procedures.....	R-7
Additional Languages	R-7
Appendix E: Curriculum Presentation	R-8
PowerPoint.....	R-8
Training Format.....	R-8
Appendix F: Testing Procedures.....	R-10
Administering the Written Test.....	R-10
<i>Failing Scores.....</i>	<i>R-10</i>
<i>Time Parameters for the Written Tests.....</i>	<i>R-11</i>
Administering the Competency Demonstration Test.....	R-11
Certificates	R-11
Record Retention	R-11
Roster Completion and Submission.....	R-12
Appendix G: Health and Safety Training Competency Chart	R-13
Appendix H: Health and Safety Training Certificate.....	R-14
Appendix I: PDP-Training Portal.....	R-16
PDP Training Portal Guide.....	R-16
Participant ECETP Account.....	R-16
Appendix J: Trainer Standards.....	R-17
Certification	R-17
Suspension	R-17
Revocation	R-17
Trainer Appeal Process	R-18

Appendix K: Recertification Process	R-19
Appendix L: Health and Safety Training Statement of Trainer Ethical and Professional Obligations.....	R-21
Appendix M: Training Observation Form	R-23
Appendix N: Health and Safety Training Participant Evaluation.....	R-25
Appendix O: Prospective Site Checklist.....	R-27
Appendix P: Frequently Asked Questions	R-28

Appendix A:

Health and Safety Training Standards and Resources

General Information

The Quality Child Care and Protection Act (QCCPA), which was signed into law in 2000, finalized significant changes in Social Services Law §390 which regulates New York State out-of-home child care (Family Day Care Homes, Group Family Day Care Homes, Day Care Centers and School-Age Child Care Programs). The federal Child Care Development Block Grant (CCDBG) Act of 2014 comprehensively updated the federal training requirements for child care, placing greater emphasis on improving the quality of care for all children across the country. These statutes strengthened child care to better support children and families by providing equal access to high-quality care.

The New York State Office of Children and Family Services (OCFS) and the Early Childhood Education and Training Program, which is part of the University at Albany's Professional Development Program (PDP), developed three courses to meet these statutory requirements:

- *Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider* (abbreviated as "H&S: FDC/GFDC")
- *Health and Safety: Competencies in Child Care for Day Care Center and School-Age Child Care Program Staff* (abbreviated as "H&S: DCC/SACC Staff")
- *Health and Safety: Competencies in Child Care for Day Care Center, School-Age Child Care, and Legally Exempt Group Directors* (abbreviated as "H&S: DCC/SACC/LE Directors")

The purpose of these training curricula is to provide approved trainers with a standard curriculum that fulfills the Health and Safety training requirements outlined in these statutes. This curriculum is periodically revised to reflect changes in state and federal law, as well as OCFS child day care regulations and practice. Trainers must be approved to train *each* of these courses individually; being approved to train one of these courses does not indicate automatic approval to train one or more of the others.

Who should take this course?

Family and Group Family Day Care

Successful completion of the *Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider* course is required for all new family or group family day care applicants prior to licensure or registration in New York State. Family and Group Family Day Care providers who were already licensed or registered when the QCCPA was enacted were "grandfathered" in and therefore not required to complete this Health and Safety Training, but should these providers *change either the location of their child care program site or the modality of care they offer* they are required to complete this course.

Family and Group Family Day Care assistants and substitutes are *not* required to take this course but may do so to obtain their required training hours.

All individuals taking this class must have completed the orientation *OR* be actively working in a family or group family day care *OR* plan to open a Family or Group Family Day Care program in the near future. Priority is to be given to participants who have received their application to become a Family or Group Family Day Care provider.

This training can also provide a comprehensive and up-to-date review for more experienced providers. Many trainers have had success in mixing new and experienced providers in the same class session.

According to the NYS OCFS Child Day Care Regulations [416/417.14(a)], Health and Safety Training must be successfully completed once by an applicant or provider. If an applicant does not become licensed or registered within two years of successfully completing this Health and Safety Training, the coursework must be repeated.

Day Care Center and School-Age Child Care Staff

All program staff in New York State-licensed or registered Day Care Centers and School-Age Child Care programs are required to complete training in all the federal training topic areas. *Health and Safety: Competencies in Child Care for Day Care Center and School-Age Child Care Program Staff* is one way for staff to satisfy this requirement. (Alternatively, staff may choose to complete the five-hour online training, *Foundations in Health and Safety e-Learning* to satisfy this training requirement.) All individuals taking this class must be newly hired by or actively working in a Day Care Center or School-Age Child Care program.

This training can also provide a comprehensive and up-to-date review for more experienced providers. Many trainers have had success in mixing new and experienced providers in the same class session.

The federal CCDBG requires DCC/SACC staff to successfully complete these training requirements once. Ongoing biannual training requirements are addressed by the New York State Office of Children and Family Services Child Day Care Regulations.

Day Care Center, School-Age Child Care, and Legally Exempt Group Directors

All directors hired after September 30, 2017, in New York State-licensed or registered Day Care Centers and School-Age Child Care programs, as well as all directors of legally exempt group child care in New York State, are required to complete the *Health and Safety: Competencies in Child Care for Day Care Center, School-Age Child Care, and Legally Exempt Group Directors* course to satisfy the federal training topic areas. All individuals taking this class must be newly hired by or actively working in a Day Care Center, School-Age Child Care, or legally exempt group child care program.

Appendix B: Presenting Yourself to Prospective Clients

When describing yourself and the course in your marketing materials, there are specific titles that must be used. The correct trainer title is **Certified Health and Safety Trainer** for all three Health and Safety courses. Titles such as “Approved SUNY Trainer,” “NYS Approved Trainer,” “NYS H&S Trainer,” and other variations thereof, are not valid and may be considered fraudulent. Please be sure you are using only the title **Certified Health and Safety Trainer** and only in reference to the OCFS-approved Health and Safety Training.

As a certified Health and Safety Trainer, you are approved to deliver one or more of the following Health and Safety courses:

- *Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider* (abbreviated as “H&S: FDC/GFDC”)
- *Health and Safety: Competencies in Child Care for Day Care Center and School-Age Child Care Program Staff* (abbreviated as “H&S: DCC/SACC Staff”)
- *Health and Safety: Competencies in Child Care for Day Care Center, School-Age Child Care, and Legally Exempt Group Directors* (abbreviated as “H&S: DCC/SACC/LE Directors”)

These courses were developed by the Professional Development Program at Rockefeller College, University at Albany, State University of New York, under a training and administrative services agreement with the New York State Office of Children and Family Services (OCFS).

It is important to remember that your status as a certified Health and Safety Trainer applies exclusively to your delivery of the OCFS-approved Health and Safety training courses. While you may wish to include your certified Health and Safety Trainer status on a course description flyer for this course, or in a professional blurb or résumé, your title as a Certified Health and Safety Trainer should *not* be used on *any* training certificate other than the OCFS-approved, system-generated Health and Safety Training certificate.

Any marketing materials you use for these courses must use the OCFS-approved titles listed above.

Appendix C:

Scheduling Health and Safety Training

As a certified Health and Safety Trainer, you are required to conduct at least two (2) 15-hour Health and Safety classroom trainings (either *H&S: FDC/GFDC* or *H&S: DCC/SACC Staff*, or a combination thereof) per calendar year. If you are also certified to train the *H&S: DCC/SACC/LE Directors* course, you are required to conduct at least one (1) training per year. Waivers may be granted by PDP in certain situations (e.g., rural areas with low population). Please contact the Health and Safety Program if you believe such a waiver may apply to you.

You should schedule courses to best meet the learning needs of the participants, keeping adult learning principles in mind. For example, scheduling training to end at 11:00 p.m. after participants have worked all day would not provide learners with the best environment to retain information. Each of these courses should be conducted in a minimum of three (3) sessions.

Be sure to verify the identity of all participants upon enrollment. Participants must present some form of photo identification as part of the registration process.

All individuals registered for *H&S: DCC/SACC/LE Directors* must be newly hired or currently working for a licensed Day Care Center, registered School-Age Child Care program, or enrolled legally exempt group child care program.

Training Schedule and Location

You must schedule your Health & Safety trainings in the PDP Training Portal at least ten (10) business days before the date of the first class. If you need to cancel the class for any reason, you must do so in the PDP Training Portal at least three (3) days before the date of the cancelled class. On rare occasions when unforeseen circumstances result in the need to cancel training with fewer than three (3) days' notice, you must notify PDP immediately in writing via email regarding the specific circumstances involved.

Trainers who do not comply with these scheduling and cancellation time frames may be subject to a change in their certification status.

Appendix D: Preparing for Health and Safety Training

Allow enough time to prepare to present the Health and Safety course. Some tasks to complete prior to training include the following:

- Schedule the training in the PDP Training Portal at least 10 business days prior to the first day of the class.
- Consult the PDP and OCFS websites for any curricular, programmatic, or procedural updates since the last time you presented the curriculum.
- Review the curriculum and handouts for content.
- Copy all handouts and written tests.
- Copy all demonstration competencies.
- Gather the materials needed for the training.

Training Site

The Health and Safety course must be conducted in an environment favorable to adult learning. Creating an environment that is optimized for adult learners is important to their successfully learning the information they need to know to operate a safe and healthy child care program.

The training site must be either a professional training space or a regulated child care program (including Family Day Care and Group Family Day Care homes) with enough adult space to conduct training. It cannot otherwise be in a home.

The space must:

- have a minimum of 40 square feet of *usable* training space *per participant* to allow for movement during training exercises that allow participants to move around the room (usable space does *not* include stairways, hallways, cabinets, shelves, etc.);
- contain adult-size tables and chairs with enough space for all attending participants to use training materials, take notes, and complete written tests (chairs with tablet arms are *not* acceptable);
- have a separate table for trainer materials and equipment;
- have a working TV or projection screen with a 32" or larger screen with sound (for use with the DVD/videos and PowerPoint presentation);
- have open wall space suitable for posting flip charts;
- have access to a sink with running water;
- be sufficiently lit for projection, reading, note-taking, etc.; and
- be free from distractions (e.g., intercoms, people walking into or through the space)

When considering a prospective training site, you may find it helpful to use Appendix O: Prospective Site Checklist.

Class Size

To provide an opportunity for participants to benefit from sharing experiences and ideas, a minimum class size of two (2) is required. To ensure that each participant receives the individual attention required, the class size cannot exceed 12 participants.

Class Length

The Health and Safety Training course should take place over at least three days *and will take at least 15 hours*. The 15-hour course includes 15 minutes for testing but does not include time for breaks. Be sure to include extra time for breaks when scheduling your training. You may need to allocate additional time for participant test taking and/or course discussion.

Training Materials Needed

(H&S: FDC/GFDC and H&S: DCC/SACC Staff courses only)

In addition to instruction materials (pens, highlighters, index cards, etc.) there are some items that you will need to complete activities and skills competency testing. The items needed include, but are not limited to, the following:

- small/medium binder clips
- page flags
- items for observation activity (e.g., rocks, shells, lemons)
- measuring cups
- set of measuring spoons
- paper towels
- doll(s)
- nail brushes
- hand soap
- dish soap
- disposable gloves
- disposable plastic bags
- spray bottle
- baby wipes
- diapers
- paper for covering diaper surface
- toys for cleaning mouthed objects
- bleach
- plastic-lined, covered garbage can
- dish pan (optional for practice demonstration)

Participant Materials

You must provide all participants with a complete and current set of Health and Safety materials. Each set of handouts must include the following:

- A bound copy (e.g., a 3-ring binder) of the course-specific *Participant Materials*
- The New York State Office of Children and Family Services (OCFS) Child Day Care Regulations appropriate to each participant's modality of child care:
 - Part 414 School-Age Child Care
 - Part 416 Family Day Care
 - Part 417 Group Family Day Care
 - Part 418-1 Day Care Center
- Child Day Care Regulations definitions (Part 413)
- OCFS Health Care Plan appropriate to each participant's modality of care

You are responsible for ensuring that you provide participants with the most up-to-date regulations. The current regulations are available on the New York State OCFS website (www.ocfs.ny.gov).

All Health and Safety handouts should be distributed at the beginning of the course. Participants will use the handouts throughout the course and will keep the handouts after the course is finished.

Accessing Health and Safety Materials

The Professional Development Program maintains a “Trainer only” page on its website (www.ecetp.pdp.albany.edu) for each of the Health and Safety courses. Trainers can download training videos, *Participant Materials*, and curriculum from these pages. Approved trainers receive a distinct password to access each of these pages and should check the website on a regular basis for important updates.

Co-Training Procedures

You may conduct the course with another approved Health and Safety Trainer. The maximum number of participants remains 12. Co-trainers can choose which modules/units each trainer will present, but each Health and Safety Trainer must be prepared to provide the OCFS-approved curriculum in accordance with program standards at any time during the training. Each co-trainer is responsible for ensuring the information presented is correct and that all necessary handouts, testing materials, and practice items are complete. Both co-trainers must be present for the duration of the entire training course.

For roster procedures in co-training situations, see Appendix I: PDP Training Portal.

Additional Languages

All Health and Safety Trainers must be literate in English.

Upon successful completion of the Health and Safety Training of Trainers (TOT), you are certified to conduct the *H&S: FDC/GFDC* course in English only. The course is also available in Spanish and Chinese, and course materials in these languages are included on the “Trainers only” page of the PDP website. Training this course in Spanish or Chinese requires additional certification. Contact PDP at healthandsafety@albany.edu for details.

The *H&S: DCC/SACC Staff* and *H&S: DCC/SACC/LE Group Director* curricula are only available in English. In order to conduct these courses, you must be specifically certified by PDP. Professional interpreters may be used to support this training in other languages, though course videos and printed course materials are only available in English and, for *H&S: FDC/GFDC*, in Spanish and Chinese. The translation of any training materials must be approved by the New York State Office of Children and Family Services (OCFS).

The standards for conducting this course in a language other than English are the same as those for conducting the training in English.

Appendix E: Curriculum Presentation

As a certified Health and Safety Trainer, you must follow the curriculum in the order that it is written, without omissions or additions, and provide all required training materials to participants.

You are also responsible for maintaining current knowledge in the field. These websites are excellent resources to assist you in this task:

http://ocfs.ny.gov/main/childcare/default.asp	New York State Office of Children and Family Services Division of Child Care Services page for current Policy Statements and information related to child day care
www.ecetp.pdp.albany.edu/fortrainers.shtm	Professional Development Program (PDP) “For Trainers” section (using the case-sensitive trainer password provided to each trainer) for any curriculum updates
www.cpsc.gov	Consumer Product Safety Commission for product recalls
www.foodsafety.gov	Foodsafety.gov, the gateway to federal food safety information, which partners with the Centers for Disease Control and Prevention (CDC), the United States Department of Agriculture (USDA) and the Food and Drug Administration (FDA)
www.health.ny.gov	New York State Department of Health for up-to-date information on immunization requirements

If you notice any errors in the curriculum, contact the Professional Development Program directly at (518) 442-6575 or healthandsafety@albany.edu for instructions.

PowerPoint

Each Health and Safety course includes a course-specific PowerPoint presentation that *must* be used unaltered in the training.

Training Format

Each of the Health and Safety courses is divided into seven (7) modules. For the competency-based *H&S: FDC/GFDC* and *H&S: DCC/SACC Staff* courses, each module is approximately two and a half hours in length and corresponds with one or more segments of the training video *Health and Safety: Competencies in Child Care*. These videos, which are designed to illustrate and support each training topic, demonstrate what safe and healthy child care looks like within each competency area. To provide consistent and accurate information about each topic, activities are structured and course-specific *Participant Materials* are included that supplement each learning segment.

Each module begins with a *Trainer's Overview* section that provides you with the specific competencies, objectives, and list of materials and equipment needed for that module. This is *not* to be read out loud to participants.

Most modules use a standard format that includes:

- identifying learning objectives;
- reviewing relevant child day care regulations;
- viewing video segment(s);
- reviewing supporting *Participant Materials*;
- demonstrating or practicing presented information/skills; and
- successfully completing a competency test.

The *H&S DCC/SACC/LE Directors* course employs a pre-test and post-test, rather than tests or competency demonstrations for each module.

Appendix F: Testing Procedures

Each module (except Module 6: Creating a Healthy Environment) of *H&S: FDC/GFDC* and *H&S: DCC/SACC Staff* ends with a written competency test. Participants must pass the written 10-question multiple choice test with a score of 80% or higher (at least 8 of 10 questions answered correctly). You must track the test scores for each participant and for each class. You may choose your own method for tracking this information, and you must maintain it on file for at least seven (7) years. Module 6: Creating a Healthy Environment contains four demonstration/skills competency tests.

The *H&S: DCC/SACC/LE Directors* course uses only a pre-test at the beginning of the first session and a post-test at the end of the last session of the course.

Administering the Written Test

You must administer the written test in accordance with the following Health and Safety Program standards:

- You must provide an appropriate testing environment that includes, but is not limited to, a quiet room, appropriate seating, enough participant spacing, and adequate lighting.
- You must be present and attentive during the entire testing period.
- You may clarify the meaning of individual words on the written test. Situations may arise that require you to provide reasonable accommodations to assist a participant with literacy or language barriers. These reasonable accommodations would not go beyond reading test questions and answers aloud and asking the participant(s) to select the correct answer.
- Participants are not allowed to use any materials/handouts during testing.
- Participants must complete the written test independently, without discussion with peers.

The completed written test is a learning tool for participants. Participants must be provided time to review the tests after they are graded. This includes both participants who pass and those who fail the tests.

Once the test is graded, participants who answered a test question incorrectly may verify the correct answer with you before you re-collect the tests. Participants are *not* allowed to leave the training room with the written test.

Failing Scores

Any participant who does not receive a score of 80% or higher on the written test can take the test again. If a participant fails the first version of the written test, you must do the following *before* administering a different version of the written test:

- Allow the participant adequate time to review the version of the test (s)he failed.
- Clearly identify the questions that were answered incorrectly. You should assist the participant with finding the missed information in the regulations or in the handouts if (s)he is unable to locate it.

- Take back the failed test before administering an alternate version of the test. For example, if the participant took Test A first, you would then administer Test B the second time.
- If the participant fails the second test, (s)he will *not* pass the Health and Safety course and *cannot* be awarded a Health and Safety certificate. These participants are *not* awarded training credit for attending the class.

Time Parameters for the Written Tests

It is anticipated that participants will require approximately 15 minutes to complete each written test, but more time may be needed. Some participants may identify themselves as having a learning disability or a difficulty with test taking. These participants may need more time to complete the written test than other participants. All participants must be allowed adequate time to take the written test. This may affect the total length of time of your training, and additional time may need to be added at the end. The time planned for content cannot be reduced to make up for any additional time needed for testing.

Administering the Competency Demonstration Test

The skills demonstration test for Module 6: Creating a Healthy Environment in the *H&S: FDC/GFDC* and *H&S: DCC/SACC Staff* course is administered after providing participants with practice time. You must assess each participant's competency individually. Each participant must demonstrate the required skill identified without error, and without referring to the demonstration's written procedure, to be awarded credit.

If any participant fails to successfully demonstrate a competency skill, that participant must be allowed an opportunity to repeat the skill again. Participants who fail the first time must be provided time to practice that skill and refer to their handouts before attempting the skill a second time. Should a participant fail the second time, (s)he will *not* pass the Health and Safety course and *cannot* be awarded a Health and Safety certificate. These participants are *not* awarded training credit for attending the class.

Certificates

Participants will be able to download and print their training certificates directly from their ECETP accounts as soon as you have marked them as "Passed" in the PDP Training Portal. Be sure to process training rosters in the PDP Training Portal promptly, so participants will be able to access their training certificates without delay. Only the PDP Training Portal system-generated certificates are valid after May 1, 2017.

Fraudulent use of training certificates will result in immediate revocation from the Health and Safety Program and may result in criminal charges.

Record Retention

As a certified Health and Safety Trainer, you must maintain the following on file for at least seven (7) years:

- Signed training rosters
- Test scores from all participants (you are *not* required to keep individual tests.)

These documents can be saved in hard copy and/or in electronic form, as you prefer.

Roster Completion and Submission

All Health and Safety rosters must be completed in the PDP Training Portal no later than five (5) business days after the training so participants can access and print their training certificates from their ECETP account in a timely manner.

Any trainer who does not submit rosters within the established time frame may be subject to a change in certification status.

Participants' completion status is identified on the training roster in the PDP Training Portal as follows:

- **Passed** (The participant passed the course and will have a link to download and print their completion certificate from their ECETP account.)
- **Failed** (The participant did not pass the course.)
- **Incomplete** (The participant did not complete all modules. Any module not completed must be indicated on the roster. Should the participant successfully complete the incomplete module with you within 60 days from the first class, you would access the original class roster in the PDP Training Portal and change the participant's status to "Passed". The participant would then be able to access and print his/her training certificate from his/her ECETP account.)

Health and Safety Training Competency Chart							Trainer Name:		Training Dates:	
							From:		To:	
Participant Name	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6			Module 7	
						Germ Transmission/ Hand Washing	Cleaning and Sanitizing	Safety Precautions Relating to Blood		Diaper Changing

rev Jan 2016

Appendix H: Health and Safety Training Certificate



Office of Children and Family Services

New York State Office of Children and Family Services

Luis Leon

has successfully completed the

15-hour OCFS-approved "Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider Curriculum" course in English

on

March 11, 2017

Trained by: Lisa Anderson

This training can be used to fulfill training requirement(s) in:

- nutrition and health needs of children
- safety and security procedures, including communication between parents and staff
- business record maintenance and management
- child abuse and maltreatment identification and prevention
- statutes and regulations pertaining to child day care
- statutes and regulations pertaining to child abuse and maltreatment
- education and prevention of Shaken Baby Syndrome

 **PROFESSIONAL
DEVELOPMENT PROGRAM**
ROCKEFELLER COLLEGE
UNIVERSITY AT ALBANY
State University of New York





Office of Children and Family Services

New York State Office of Children and Family Services

Aria Moshari

has successfully completed the

15-hour OCFS-approved "Health & Safety Training: Competencies in Child Care for Day Care Center and School-Age Child Program Staff" course in English

on

August 08, 2017

Trained by: Patricia Beck

This training can be used to fulfill training requirement(s) in:

- nutrition and health needs of children
- safety and security procedures, including communication between parents and staff
- business record maintenance and management
- child abuse and maltreatment identification and prevention
- statutes and regulations pertaining to child day care
- statutes and regulations pertaining to child abuse and maltreatment
- education and prevention of Shaken Baby Syndrome



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Appendix I: PDP-Training Portal

PDP Training Portal Guide

The *PDP Training Portal Guide* provides detailed information for all of the Portal functions that Health and Safety Trainers need to complete. To access the most current version of the guide, visit the PDP Training Portal at <https://training.pdp.albany.edu>, click **Docs** on the toolbar, and select **MAT and HS Portal Guide** from the list.

Participant ECETP Account

The Early Childhood Education and Training (ECETP) website (www.ecetp.pdp.albany.edu) enables child care providers to access valuable information, register for training, and print training certificates. Creating an ECETP account is free.

Providers are prompted to create an account when they register for their first training, or they can click the **Log in** button in the upper right corner of the ECETP website and then click **Create a New ECETP Account**.

Appendix J:

Trainer Standards

Certification

Upon successful completion of the Health and Safety Train the Trainer (TOT) course, you will be certified to conduct the *Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider* course for one (1) year. Your first training must be completed within six months of completing the TOT. After successfully demonstrating your ability to conduct the course and comply with the Health and Safety Program standards during your first year, and attending a recertification session, you will be recertified for three (3) years.

Trainers who meet additional qualifications *and* who successfully complete a separate TOT course will also be certified to train the *Health and Safety: Competencies in Child Care for Day Care Center, School-Age Child Care, and Legally Exempt Group Directors* course. This certification will run concurrently with your *Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider* certification.

To maintain Health and Safety Trainer certification, you must:

- fully comply with the *Health and Safety Trainer Statement of Ethical and Professional Obligations*;
- follow the Health and Safety Training Curriculum as written; and
- follow all of the Health and Safety Trainer Standards.

Suspension

All suspension decisions are made by the Professional Development Program (PDP) Health and Safety Program Manager. Any Health and Safety Trainer whose certification is *suspended* by PDP may *not* conduct *any* of the Health and Safety Training courses. Suspension reasons include, but are not limited to:

- failure to comply fully with the *Health and Safety Statement of Trainer Ethical and Professional Obligations*;
- failure to follow the Health and Safety Training Curriculum as written;
- failure to follow the Health and Safety Trainer Standards;
- a serious program violation cited in the Child Care Facility System (CCFS) or by the New York City Department of Health and Mental Hygiene (NYC DOHMH) for a Health and Safety Trainer who is the owner or on-site provider of a child care program; and/or
- a complaint that requires investigation.

To restore certification after suspension, a trainer may need to follow a corrective action plan that may include, but is not limited to, technical assistance, monitoring, and/or successful completion of another TOT session. Failure to do so may result in *revocation* of the trainer's certification.

Once notified of suspension, a Health and Safety Trainer has the right to appeal.

Revocation

Depending on the severity of the circumstances, the Professional Development Program (PDP) reserves the right to revoke a Health and Safety Trainer's certification. Any Health and Safety

Trainer whose certification has been revoked by PDP may not conduct any Health and Safety training courses and is not eligible for recertification or retraining.

Once notified of revocation, a Health and Safety Trainer has the right to appeal.

Trainer Appeal Process

A Health and Safety Trainer whose certification has been *suspended* or *revoked* has the right to appeal the decision. The appeal procedure is as follows:

1. The Health and Safety Trainer may challenge the decision made by submitting a request, in writing (email is permissible), along with any appropriate documentation and materials that support the appeal. The written appeal packet must be sent to the Professional Development Program (PDP) within fifteen (15) business days of notification of the suspension. The packet may be emailed to healthandsafety@albany.edu or mailed to:

Professional Development Program
Health and Safety Program
4 Tower Place, 4th floor
Albany, NY 12203
2. The suspension or revocation remains in effect until the appeal process is concluded.
3. The Professional Development Program will forward the appeal packet to the Appeal Committee within five (5) business days of receipt. The committee will *not* include a Health and Safety Program staff member.
4. The Appeal Committee has fifteen (15) business days to render a decision based on evaluation of the appeal. Three (3) outcomes are possible:
 - The appeal does *not* have merit and the Health and Safety trainer's certification remains *suspended* or *revoked*.
 - The appeal has merit and the Committee provides conditions for reinstatement.
 - The appeal has merit and the Committee recommends the Health and Safety trainer's certification be reinstated without condition.
5. The Health and Safety Trainer will be notified of the Committee's decision within five (5) business days after the decision is made. The Appeal Committee's decision is final. This process is subject to change based on program evaluation.

Appendix K: Recertification Process

All Health and Safety Trainers are required to have at least one successful training monitoring visit and attend a recertification session prior to the expiration date of their trainer certification. In rare circumstances when the Health and Safety Training Program is unable to monitor a training for reasons beyond the trainer's control, the Program will contact affected trainers to arrange for monitoring at the first available opportunity. The Program will continue the trainer's certification during this period, provided the Health and Safety trainer remains in compliance with all other Health and Safety Training Program standards.

Please note that while Health and Safety Refresher sessions provide valuable information for trainers, they do **not** count toward the requirements for trainer recertification.

Trainer Monitoring

Health and Safety courses are periodically monitored for quality assurance that the course is being conducted as outlined in the curriculum and in compliance with all Health and Safety Program standards. Monitoring visits are also used to provide technical assistance and to serve as an on-site resource to trainers. PDP will monitor each Health and Safety Trainer at least once per certification period, and will prioritize these visits for trainers who are newly certified or due for recertification. These visits are usually unannounced.

Areas of observation during a monitoring visit include, but are not limited to, the following:

- Compliance with the Health and Safety Program standards
- Compliance with the delivery of the Health and Safety curriculum
- Correct testing procedures
- Evaluation of skills demonstrations
- Proper handling of participant questions
- Presentation techniques
- Evaluation of the learning environment
- Proper citation of regulations

A Health and Safety training monitoring tool (see Appendix M: Training Observation Form) will be completed by a PDP Health and Safety Program representative and, if appropriate, will be shared with you verbally at the time the training is observed. If the representative is unable to share the monitoring tool with you at the time of the training, you will receive a follow-up phone call and/or email to discuss the observation with you. A written copy of the monitoring tool will be emailed to you within two weeks after the training was observed.

If the program representative determines that you are in compliance with the Health and Safety Program standards, your certification will be maintained as long as you continue to meet the program standards.

If you do not meet the Health and Safety Program standards, the program representative will notify you at the time of the training. Technical assistance will be provided and, if deemed necessary, your next training will be monitored. If warranted, the representative may also co-facilitate the training with you to ensure participants receive correct information. At the discretion

of the Health and Safety Program Manager, any trainer who receives an unsatisfactory monitoring visit may also have their certification suspended or revoked.

Recertification Sessions

Recertification sessions are scheduled in a variety of locations throughout New York State. Session locations may require some travel. The schedule of recertification sessions is sent to trainers via email. Recertification sessions provide an opportunity to discuss program updates and provide feedback on trainer delivery methods. Trainers register for one of the recertification sessions. Recertification sessions may include a randomly selected unit from the *H&S: FDC/GFDC* course and/or the *H&S: DCC/SACC Staff* course to “teach back” to the group, and/or testing on content knowledge.

Recertification sessions for individuals who are approved to train the *H&S: DCC/SACC/LE Director* course may be conducted separately from the *H&S: FDC/GFDC* and *H&S: DCC/SACC staff* recertification sessions.

Appendix L:

Health and Safety Training Statement of Trainer Ethical and Professional Obligations



PROFESSIONAL DEVELOPMENT PROGRAM
ROCKEFELLER COLLEGE UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

HEALTH AND SAFETY TRAINING

Statement of Trainer Ethical and Professional Obligations

I understand that as a certified Health and Safety Trainer, I must uphold certain ethical and professional obligations. Unless otherwise noted below, these obligations apply to all Health and Safety courses (*H&S: FDC/GFDC, H&S: DCC/SACC Staff, and H&S: DCC/SACC/LE Directors*) I have been certified to train. These obligations are as follows:

Initial _____ I will present the approved curriculum as it is written, without omissions or additions.

Initial _____ I will distribute the most current version of all participant handouts, related training materials, and regulations to each participant for each respective Health and Safety class I present.

Initial _____ I will administer each written test and skills competency in compliance with its respective curriculum, including but not limited to: allowing adequate time for completion; clarifying test questions; allowing the opportunity to re-take the written test in the event of failure; providing content clarification prior to administering a second test, if needed; and actively monitoring participants during testing.

Initial _____ I will have no fewer than two (2) nor more than twelve (12) participants in each Health and Safety class.

Initial _____ I will treat all participants in training classes, and all early childhood education professionals in general, with respect, compassion, dignity and fairness, and will not degrade, harass or exploit participants or discriminate against them for any reason.

Initial _____ I will conduct all Health and Safety classes in an environment conducive to adult learning. I will only train the course in a formal training space or a regulated child care program (Day Care Center, Family Day Care, Group Family Day Care, Small Day Care Center, or School-Age Child Care facility) in good regulatory standing, with sufficient adult space to safely conduct training. It cannot otherwise be in a home. The space must have adult-size tables and chairs, a working TV or projection screen, and access to a sink with running water, and must be in a location free from distraction.

Initial _____ I will expect occasional on-site classroom visits by PDP staff to maintain my status as a certified trainer and will successfully complete a Health and Safety recertification session at least once per certification period.

Initial _____ I will train the full OCFS-approved Health and Safety course at least twice per calendar year (at least once per year for *H&S: DCC/SACC/LE Directors*, if applicable), unless otherwise indicated by PDP.

Initial _____ I will schedule each Health and Safety course in the PDP Training Portal at least 10 business days before the date of the first class. If a class is canceled for any reason, I will enter the cancellation in the PDP Training Portal at least three (3) days before the scheduled date of the canceled class. On the rare occasion that unforeseen circumstances cause a class to be canceled with fewer than three (3) days' notice, I will immediately notify PDP in writing via email regarding the reason for the cancellation.

Initial _____ I will complete all rosters in the PDP Training Portal no more than five (5) business days after the conclusion of every course.

Initial _____ I will maintain a working email address and keep my contact information current in the PDP Training Portal. I will regularly access the PDP website (www.ecetp.pdp.albany.edu) to download files and to remain current with program policies and procedures.

Initial _____ I will avoid situations in which a conflict of interest may arise between me, a funding agency, designated participants, and/or other relevant stakeholders.

Initial _____ If I am the owner of, or the on-site provider or director in, a licensed or registered child day care program, the citing of any serious regulatory violations will result in the suspension or revocation of my Health and Safety Trainer certification and will require me to explain the circumstances in writing for review by PDP.

Initial _____ If I fail to comply with the standards set forth by the PDP Health and Safety Training Program, my Health and Safety Trainer certification may be suspended or revoked.

I have read and initialed each of the above statements and will abide by them. I understand that my Health and Safety Trainer certification may be suspended or revoked for documented violation of any of the above obligations.

NAME: _____ DATE: _____
(please print)

SIGNATURE: _____

Appendix M: Training Observation Form

rev Aug 2017

Health & Safety Training Observation

Trainer: _____ Date: _____ Language: ☐ EN ☐ SP ☐ CH
 Observer: _____ Module(s): _____ # of Participants: _____
 Location: _____ County: _____
 Course: ☐ FDC/GFDC ☐ DCC/SACC Staff ☐ DCC/SACC Dir Appropriate Site: ☐ Yes ☐ No

	Below Expectations	Meets Expectations	Exceeds Expectations
Trainer arrived prior to training to set up and test equipment	①	②	③ ④ ⑤
Trainer was ready when participants arrived	①	②	③ ④ ⑤
Room had sufficient space for adults to sit and move around comfortably	①	②	③ ④ ⑤
Training site is conducive to adult learning	①	②	③ ④ ⑤
Screen for video was suitable for size of room	①	②	③ ④ ⑤
Materials could be easily read from where participants were sitting	①	②	③ ④ ⑤
Materials were in good condition (flip charts, etc.)	①	②	③ ④ ⑤
Training started and ended on time	①	②	③ ④ ⑤
Trainer demonstrated preparedness and thorough understanding of curriculum (speaking with confidence; answering questions knowledgeably; providing examples; using the Trainer's Manual as a guide, glancing at it occasionally as a reference but not reading text verbatim)	①	②	③ ④ ⑤
Trainer referred to appropriate regulations	①	②	③ ④ ⑤
Trainer defined unfamiliar terms	①	②	③ ④ ⑤
Trainer responded to questions and comments appropriately	①	②	③ ④ ⑤
Trainer used effective examples and illustrations	①	②	③ ④ ⑤
Trainer provided clear instructions for all activities	①	②	③ ④ ⑤
Trainer completed all activities or substituted an appropriate alternative that yields the same outcome	①	②	③ ④ ⑤

Trainer reviewed all participant materials and presented material as directed in curriculum	①	②	③	④	⑤
Trainer showed all current videos	①	②	③	④	⑤
Trainer summarized main points at end of each section	①	②	③	④	⑤
Trainer administered all competency tests in compliance with the curriculum	①	②	③	④	⑤
Trainer engaged audience and involved them in their learning	①	②	③	④	⑤
Trainer was respectful of adult training needs (scheduled sufficient time for breaks and/or lunch, provided activities that allowed participants to move, etc.)	①	②	③	④	⑤
Trainer demonstrated persistence and good humor in addressing problems that arose (latecomers, problems with equipment, training facility, outside distractions)	①	②	③	④	⑤
Trainer exhibited cultural competence	①	②	③	④	⑤
Trainer refocused group if they strayed from training	①	②	③	④	⑤
Trainer managed challenging participants appropriately	①	②	③	④	⑤

Additional Comments:

Signature

Date

Appendix N:

Health and Safety Training Participant Evaluation

Evaluating training effectiveness is an important part of any training. The feedback you receive from participants will help confirm that you are training properly, help you improve training for future participants, and help you verify that your training participants are prepared to provide safe and healthy care to children.

Trainers often notice trends emerging from their review of the evaluations for each class. These trends provide you with valuable information about improvements you may need to make to help make participants' experiences more successful. While the Health and Safety Program does *not* require trainers to conduct training evaluations, the program has developed a form for your use, should you decide to do so. (See the sample form on the next page.)

Health and Safety Training Participant Evaluation

Please rate your experience with the Health and Safety Training course you have just attended. It is important to know whether the training met your needs. All responses are anonymous.

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
1. The training was of high quality overall.	⑤	④	③	②	①
2. The training objectives were very clear.	⑤	④	③	②	①
3. The training was harder than I thought.	⑤	④	③	②	①
4. The length of the training was appropriate.	⑤	④	③	②	①
5. The instructor was very knowledgeable about the subject.	⑤	④	③	②	①
6. The instructor was well prepared and well organized.	⑤	④	③	②	①
7. The room facilities were conducive to learning.	⑤	④	③	②	①
8. The materials and handouts were very helpful.	⑤	④	③	②	①
9. The training content was explained in a way that was clear and understandable.	⑤	④	③	②	①
10. Based on the information I received in this course, I feel prepared to care for children in a child care setting.	⑤	④	③	②	①

Is there any information you wish had been discussed in the training that would help you care for children in your program?

Appendix O: Prospective Site Checklist

Adults learn best when they feel comfortable in their environment. When basic physical and psychological factors are met, participants are more likely to be successful in their learning. In order to provide a training environment that is conducive to adult learning, the Health and Safety Program **requires all of the following** for every offering of the OCFS-approved Health and Safety training courses (except where otherwise noted):

- ☐ Minimum of 40 square feet of *usable* training space per participant (useable space does *not* include stairways, hallways, cabinets, shelves, etc.)
- ☐ Adult tables and chairs for all participants (chairs with tablet arms are *not* acceptable)
- ☐ Additional tables for trainer materials and equipment
- ☐ Power source and cords
- ☐ Computer or device to show the DVD/videos and PowerPoint
- ☐ TV, projection screen (with sound), or blank light-colored wall space to display PowerPoint and videos
- ☐ Signage for training room location
- ☐ Access to a sink with running water
(*only required for H&S: FDC/GFDC and H&S: DCC/SACC Staff courses*)
- ☐ Emergency evacuation plan
- ☐ Two (2) remote routes of egress
- ☐ Access to rest rooms
- ☐ Flip chart stand and paper and/or erasable board
- ☐ Space that is clear of distractions (intercoms, non-participants walking into or through the training space, etc.)
- ☐ Sufficient lighting for training needs (reading, note-taking, testing, etc.)

In addition to the required elements listed above, you may also want to consider these items when you are exploring prospective training locations:

- ☐ ADA compliance/accessibility
- ☐ Availability of beverages and/or snacks
- ☐ Parking and/or access to public transportation

Appendix P: Frequently Asked Questions

Q: What if the information in the curriculum is outdated or incorrect? Can we modify it?

A: No. If the curriculum is incorrect or outdated, please bring it to the attention of the Health and Safety Program with the citation of the new/updated information. We will then obtain necessary approvals from OCFS and assure proper distribution to all approved Health and Safety Trainers. This procedure will ensure the consistency of the training throughout the state.

Q: If regulations change, will Health and Safety Trainers be notified?

A: Yes. The Health and Safety Program will send updates to all approved and active trainers if changes are made.

Q: Will my contact information be available for individuals interested in taking the Health and Safety course?

A: When prospective participants search the ECETP website for a trainer, they will be able to see your name, email address, phone number and the language(s) in which you are approved to train. When prospective participants search for a class, they will be able to see the class information, including the trainer name, cost, date/time, and location.

Q: How much should I charge for the Health and Safety course?

A: Because trainer costs vary, it is up to each trainer to determine the cost of his/her training. It is recommended that you conduct a cost analysis to determine a fair price. Trainers should have a written policy detailing their pricing and cancellation/refund policies. Pricing must be consistent for all Health and Safety trainings the trainer conducts.

Q: Will the Health and Safety Program provide the materials needed to provide the training?

A: PDP will provide each certified Health and Safety Trainer with a master copy of the materials as specified below. All other training materials, including the New York State Office of Children and Family Services Child Day Care Regulations and the modality-specific OCFS Health Care Plan are the Health and Safety Trainer's responsibility. All certified Health and Safety Trainers need to download the regulations and any appropriate OCFS forms from the OCFS website (<https://ocfs.ny.gov>) for their respective Health and Safety trainings to ensure they are using the most current versions. Trainers should print these materials in limited quantities, since these items are subject to change.

H&S: FDC/GFDC: PDP will provide each certified Health and Safety Trainer with a copy of the H&S: FDC/GFDC curriculum, Participant Materials, tests, and a DVD with the corresponding videos. Health and Safety Trainers are expected to download a copy of the corresponding Power Point presentation from the PDP website (www.ecetp.pdp.albany.edu). Health and Safety Trainers can also access the curriculum, Participant Materials, and videos from the website (e.g., for printing if additional copies are needed).

H&S: DCC/SACC Staff: Health and Safety trainers who have been approved by PDP to offer this course will download the curriculum, Participant Materials, tests, PowerPoint presentation, and corresponding videos from the "Trainer Downloads" page for this course on the PDP website.

H&S: DCC/SACC/LE Directors: *Health and Safety trainers who have been approved by PDP to offer this course will be provided with a copy of the curriculum, Participant Materials, and tests. Trainers will download the PowerPoint presentation (including embedded video) from the “Trainer Downloads” page for this course on the PDP website.*

Q: What if I decide that I no longer want to be a Health and Safety Trainer?

A: Contact the Health and Safety Program by phone or email to advise us of your decision. You are not required to return any of the curriculum materials, but you will no longer be authorized to use them.

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