

TRAINING POLICY

Annual training has been required for many years. The variety and availability of training has grown immensely. Currently, our rules state that annual training shall be Department approved but what that means has evolved over the years. As the early care and education (ECE) profession has developed so has our understanding of what is appropriate training for its workforce. We have learned which essential skills and knowledge are needed to provide quality care for children. At this time we are sending out this memo to clarify our current training policy. Since there is a chance of some uncertainty about this issue, we are setting an effective date of **January 1, 2003** for these policies. **Please read the following:**

- **All training must be within early care and education topic areas and appropriate for the professional development of the ECE workforce.**

Professional development is defined as the essential knowledge and skills needed for the ECE workforce.

- **All training, except in-service, must have prior approval through the Office of Child Care Licensing's Delaware First Training Approval System.**

This includes community-based and conference training. Our approval process registers this type of training based on whether the content is appropriate for the professional development of the ECE workforce and is accepted for annual training requirements. At this time, our process does not guarantee that all approved trainings are of equal quality nor does it verify the qualifications of all trainers. To have training approved for registration, please contact the Office of Child Care Licensing in Wilmington at (302)892-5800.*

** Only the training portions of conferences will be considered for approval.*

- **No more than 7.5 clock hours of in-service training (or one half of the required annual training hours) are accepted for each Center staff member's annual training requirement.**

In-service training is defined as training offered by any staff member of a Center to that Center's staff. In-service training offered only to the staff of a particular Center does NOT need to be approved through the Delaware First Training Approval system. In-service training must be clearly described, documented and follow the policies stated in this memo (i.e. at least one hour in length, not a staff orientation session, not video viewing only, etc.).

If the training offered by a staff member of a Center is open to other Center's staff or outside participants, the training will need to be applicable to the ECE workforce in general and have prior approval through Delaware First. Once approved, the training will become categorized as community-based training and will fully count toward a staff member's annual training requirement.

- **A training session/workshop must be at least one hour in length.**
- **Training presenters who are also ECE professionals are not able to count the training they are presenting as clock hours toward their own annual training requirement. This includes Center staff that present in-service training.**
- **A maximum of three (3) hours each are given for CPR and First Aid training that award cards or certificates not indicating the actual training hours received.**

- **A maximum of one (1) hour is given for the Administration of Medication training.**
- **The reading of books or articles even when accompanied by a written report is not accepted as training.**
- **The viewing of videos only is not accepted as training.**
- **Pre-planned curriculum kits that award training hours are not accepted as training.**
- **Self-study/correspondence courses are only accepted if prior approval is received from the Office of Child Care Licensing's Delaware First Training Approval System.**
- **Training that promotes or endorses a specific product or service is not accepted for annual training requirements.**
- **Technical assistance or consultation for a particular problem, issue or setting is not accepted as training.**

Technical assistance or consultation is defined as when a credible expert provides support or offers information in relation to a particular problem (i.e. a child who bites), issue (i.e. non-payment collection) or setting (i.e. improving room arrangement). This is usually offered on a one to one basis or to a small group, but there is no set curriculum. The assistance offered is in response to the needs of the individuals seeking information or to the problem presented.

If the information about a problem, issue or setting were presented to a group through a defined, time limited portion of a training curriculum, it could be considered training if approved as such.

- **Preparation for or participation in "open house" or parent conferences is not accepted as training.**
- **The observation, assessment or evaluation of children, program or staff is not accepted as training.**
- **Improvement planning for Center management, program or curriculum, and the implementation of such plans, are not accepted as training.**
- **Center staff orientations are not accepted as training.**
- **Center staff meetings that review Center personnel policies or operational procedures are not accepted as training.**

We hope this helps eliminate any uncertainty about what Department approved training means and what training is acceptable and what is not. As we gain more and more information on what is best for both children and the ECE workforce, our policies or rules will need to change to accommodate current best practice. We now know, more than ever, that a child's early experiences can determine later success in school and in life. With this in mind, we need to be doing all we can to assure the years spent in child care are under the best circumstances possible.