

# Early Learning Coalition

of Pinellas County, Inc.

<b>Policy:</b> ELCPC-61.1.2	<b>Title:</b> Training Requirements for School Readiness Providers – Informal Providers	
	<b>Review Date:</b> January 27, 2011	<b>Next Review Date:</b> January 27, 2012

References: s.411.01(2)(a), F.S. and 45 CFR 98.41  
 School Readiness Provider Agreement,  
 School Readiness Provider Compliance Policy for Informal Providers

Purpose: To outline training and assessment requirements for informal care providers.

Background: Informal providers were previously required to successfully complete a 3-clock hour training on the fundamentals of child care. The Department of Children and Families has replaced the 3-Hour Fundamentals of Family Child Care course with the 6-hour Family Child Care Home Rules and Regulations. This training is offered both online and face to face.

Policy:

**I. Prior to Informal Provider Certification:**

- a. The 6-hour Family Child Care Home Rules and Regulations course. Effective July 10, 2008, any new informal care providers are required to complete the course and pass the exam component prior to eligibility for reimbursement by the Coalition or its designee.

If the provider has completed the 30 hour training for Family Child Care Homes and submits a copy of the certificate, the 6 hour class is not required.

Providers are responsible for any fees incurred to take the exam.

- b. First Aid
- c. Infant/ Child CPR

## II. In-Service Training

Informal School Readiness Providers are required to complete in-service training as prescribed below:

### **One time only:**

The provider must attend each of the following trainings within 12 months of agreement date:

1. All Informal Providers  
Two (2) hours of Coalition approved "Brain Development Research" training. Brain development training should be specific to the ages the provider is caring for. Only training taken during 2005 or later will be accepted.
2. Informal Providers caring for children prior to kindergarten entry.  
Florida Early Learning and Developmental Standards Birth to Three Training.
3. Informal Providers caring for infants and toddlers.  
Two (2) hours of Coalition approved training on "Shaken Baby Syndrome/Sudden Infant Death Syndrome (SIDS)" training.

### **Annual:**

All informal providers must complete:

1. 10 Instructional in-service training\* hours address a minimum of 2 Core Competency Areas or include professional conferences or college coursework. (One-time only training hours count toward this requirement).

\* All training must be approved by the Coalition in accordance with Policy ELCPC-61.2.1.

## II. Accepted Training

A. The following training will be recognized by the Coalition as "in-service" training:

Face to Face Training

1. All professional development opportunities advertised in the *Training Times*
2. Any training approved by IACET to offer CEUs
3. Any training offered by the Department of Education or Department of Children & Families
4. Workshops and conferences offered by state and national professional associations.

5. Coursework successfully completed through technical schools and accredited institutes of higher learning (PTEC, St. Petersburg College, USF).
6. Coursework, credential or certification reflected on the DCF Training Transcript.

Online training or coursework successfully completed:

1. Offered by the Early Learning Coalition of Pinellas
2. Offered by Department of Education
3. Offered by the Department of Children and Families
4. Offered by PTEC
5. Offered by accredited institutions of higher learning including community and state colleges including: St. Petersburg College and University of South Florida.
6. Coursework, credential or certification reflected on the DCF Training Transcript.

B. As providers continue to work toward obtaining associates and bachelor degrees they are required to complete general education courses on the college level such as composition and math courses. While the curriculum of these courses is not directly related to early childhood, mastering these skills impact on their ability as a teacher.

C. Training offered that does not meet the requirements outlined above may be submitted for approval by the Professional Development Department.

Training Approval by the Coalition

1. A training request will be submitted no later than 10 business days before the training.
2. The request will include the trainer's credentials, the date and length of the training, an agenda and an appropriate training plan that clearly defines the learning outcomes, instructional strategies, and assessment methodologies to be used within one of the seven Core Competency Areas as established by the Florida Early Care and Education Professional Development Initiative.
3. Approval of trainings will be based on submitted information. Should the timeframe or content change in any way, the training must be re-submitted for approval.
4. Once the training has been approved or denied, the Professional Development Department will notify the requestor.

### **III. Documentation of Training**

- A. The provider agrees to maintain documentation of training records at the provider's child care site in a manner that can be readily monitored.

- B. Providers are required to furnish Staff Training Reports by July 30 for the preceding fiscal year (July 1 to June 30) and upon request to verify required training was acquired.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

### I. MONITORING

- A. The Coalition will offer trainings for early childhood educators. The Provider agrees to maintain documentation of training records at the Provider's child care site for the child care Provider and all employees in a manner that can be readily monitored.
- B. Providers are required to furnish Staff Training Reports by July 30 for the prior "training year", and upon request, to verify required training was acquired.
- C. The Coalition will verify Staff Training Reports through the Coalition Training Registry System and Department of Children and Families Training transcripts. The Coalition may require submission of training certificates on a sampling of teachers.

### II. ENFORCEMENT

Failure to demonstrate compliance with Professional Development requirements will result in:

#### **Technical Assistance**

Provider training will be monitored during site visits and desk audits. Providers not demonstrating appropriate progress toward meeting training requirements will receive technical assistance from Coalition Staff.

#### **LEVEL 1 School Readiness Enforcement**

#### **Service Improvement Agreement**

Failure to demonstrate compliance with training requirements upon annual

Professional Development Review (July 30<sup>th</sup>) will result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concerns.

### **LEVEL 2 School Readiness Enforcement**

#### **Nonpayment for School Readiness**

Failure to comply with the terms of the Service Improvement Agreement will result in a suspension of School Readiness payment until compliance is demonstrated within a maximum of ten (10) business days.

### **LEVEL 3 School Readiness Enforcement**

#### **Termination of School Readiness Agreement**

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement within 10 days. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this Provider's School Readiness program will cease and CCR&R staff will assist them in finding alternate care. Parents will have up to 10 days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness scholarship.

#### **Attachments A: Prorated Training Outline**

##### **Forms:**

- Training Approval Submission Form
- Training Approval Response Letter

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