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Governor Scott Walker
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Division of Early Care and Education
Bureau of Early Care Regulation

February 28, 2018

BECR Memo 2018-01

To: Certified Family and In-Home Child Care Operators

From: Mark Andrews, Director
Bureau of Early Care Regulation

A handwritten signature in blue ink that reads "Mark Andrews".

RE: New Training Requirements

The purpose of this memo is to notify certified child care operators of new preservice training and continuing education requirements for certified child care operators and child care providers/caregivers in certified child care settings.

In 2014, Congress reauthorized the Child Care and Development Block Grant (CCDBG) for the first time since 1996. Based on the new law the United States Department of Health and Human Services established minimum child care standards, including requirements for preservice training, to improve child care settings for all children. In response to the new federal requirements, 2017 Wisconsin Act 59 was enacted on September 21, 2017. The most significant change in the certification law, s. 48.651 stats., requires certified child care operators and other caregivers approved to work in certified settings to complete department-approved preservice training, as well as continuing education annually.

Preservice Training Requirements for Certified Family Child Care Operators:

Under s. 48.651, stats. all certified family child care operators shall successfully complete department-approved preservice training that covers specific health and safety topics, cardiopulmonary resuscitation, and child development. Requirements for preservice training are met by completion of the following department-approved courses for certified family child care:

- Introduction to the Child Care Profession (Module A)
- Fundamentals of Family Child Care
- CPR training (infant/child)

CPR training must result in a certificate of completion. If the certificate of completion does not have a date specifying the length of time for which it is valid, the CPR training must be renewed every year.

A list of all agencies approved to offer department-approved preservice training is located on the DCF website <https://dcf.wisconsin.gov/files/publications/pdf/5202.pdf> . A suggested list of Department of Health Services (DHS) approved CPR trainings is located on the DHS website: <https://www.dhs.wisconsin.gov/ems/licensing/cpr.htm> . On-line or in-person classroom CPR

training is acceptable as long as the training results in a certificate of completion. Instruction in the use of an automated external defibrillator (AED) is not required for certified operators.

Implementation Timeline for Regular Certified Operators:

Existing Regular operator is defined as any operator who is granted Regular certification prior to 4/1/18. Existing Regular operators will need to complete infant/child CPR training by 10/1/18. Any existing Regular operator who does not comply with the statutory training requirement by 10/1/18 is out of compliance and may be subject to enforcement action ranging from suspension to revocation.

Implementation Timeline for Provisional Certified Operators:

Existing Provisional operator is defined as any operator who is granted Provisional certification prior to 4/1/18. Existing Provisional operators will need to complete Introduction to the Child Care Profession (Module A), Fundamentals of Family Child Care and infant/child CPR training by 10/1/18. Any existing Provisional operator who does not comply with the statutory training requirement by 10/1/18 is out of compliance and may be subject to enforcement action ranging from suspension to revocation.

Effective 4/1/18, a Provisional certification may not exceed 6 months. If an existing Provisional operator renews their certification prior to 4/1/18, the expiration date for the Provisional re-certification shall be no later than 10/1/18. The limited Provisional category ensures certified operators are meeting new preservice training requirements.

Implementation Timeline for New Certification Applicants

New applicant is defined as any application for certification submitted on or after 4/1/18. New applicants meeting the requirements for department-approved preservice training may be granted Regular certification. New Provisional operators are required to complete department-approved preservice training within 3 months after Provisional certification is granted, starting 4/1/18. A new Provisional operator, who does not complete preservice training within 3 months from the date Provisional certification is granted, is out of compliance.

Preservice Training Requirements Providers and Substitutes:

A child care provider who is an employee or volunteer of the certified child care operator and who is involved in the care and supervision of children on behalf of the operator is also subject to preservice training requirements. *Existing* providers who are not substitutes but work with the operator to provide care and supervision of children, and providers who replace the operator as the primary provider shall complete department-approved preservice training by 10/1/18. *New* providers shall complete preservice training within 3 months after employment or volunteer work commences starting 4/1/18.

A substitute is someone who replaces the certified child care operator on an infrequent pre-arranged or planned basis. A substitute who replaces the certified operator is not required to meet preservice training requirements until the substitute has worked for 240 hours. If there is no regularly scheduled provider other than the “substitute”, the substitute is considered the “provider” and must meet preservice training requirements within 3 months after employment or volunteer work commences.

Continuing Education:

In addition to preservice training, s. 48.651, Stats. requires all certified child care operators and other child care providers working in the certified setting to complete continuing education annually. Regular certified operators, including employees/volunteers, and a substitute who has worked at least 240 hours in the family child care setting, shall complete a minimum of 10 hours of continuing education annually. At least 10 hours of continuing education annually must be in a topic broadly or specifically related to health and safety or child development and may be non-credit or credit-based education. Types of training acceptable may include workshops, conferences, seminars, lectures, correspondence courses, home study courses and independent reading/viewing of educational materials. The time spent renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours. Sanctions for failure to comply with continuing education requirements may result in issuance of a Non-compliance Statement, suspension or revocation.

Documentation:

Certified operators and other approved providers/caregivers will be required to submit documentation of preservice and continuing education training to their certification worker.

Please contact your certification worker if you have questions regarding these requirements: <https://dcf.wisconsin.gov/files/ccregulation/cccertification/certifiers.pdf>.