

## **GUIDELINES FOR INITIAL PROFESSIONAL DEVELOPMENT REQUIREMENTS LICENSED DAY CARE HOMES AND GROUP DAY CARE HOMES**

Initial Professional Development Requirements are to be completed no later than 30 days following application. These training requirements apply to each applicant, each applicant with a temporary permit, each licensee, and each provider. Some requirements apply to substitutes. Refer to definition of “care provider” and “provider” under KAR 28-4-113(c) for more information about the requirements and to whom they apply, including substitutes.

### **KAR 28-4-114a. Initial and ongoing professional development.**

#### **Initial professional development training requirements:**

If an applicant, an applicant with a temporary permit, or a licensee is not an individual, the applicant, applicant with a temporary permit, or licensee shall designate an individual to complete the professional development requirements under this regulation.

- Orientation
- Health and Safety Training (approved by KDHE) as follows: (6 hours)
  - At least 2 hrs in Recognizing the Signs of Child Abuse or Neglect (must include prevention of head trauma);
  - at least 2 hrs in Basic Child Development; and
  - at least 2 hrs in Safe Sleep Practices and Sudden Infant Death Syndrome (SIDS).
- Pediatric First Aid and Pediatric Cardiopulmonary Resuscitation (CPR) certifications
- Initial Professional Development Requirements. In addition to the professional development requirements in KAR 28-4-114a subsections (a), (b), and (c), each applicant, each applicant with a temporary permit, and each primary care provider shall, not later than 30 calendar days following initial application for a license or employment, meet one of the following requirements:
  - Have a child development associate credential;
  - complete at least 15 hours of professional development training, **which may include the training required in subsections (a), (b), and (c)** (approved by KDHE);
  - have at least three months of previous employment in a facility or in a child care center, as defined in K.A.R. 28-4-420, that has been in continuous operation for three or more years; or
  - meet the requirements for a program director of a child care center as specified in K.A.R. 28-4-429.

#### **Annual professional development training requirements: (Choose One)**

- Complete five clock-hours of professional development training (approved by KDHE);
- maintain current accreditation by the national association for family child care; or
- hold a current child development associate credential.

**Documentation of all orientation, training, and certifications for each individual shall be kept in that individual’s file in the facility.**

#### **Substitutes**

“Substitute” means an individual who supervises children in the temporary absence or extended absence of the primary care provider and who meets the following requirements:

- (1) In the temporary absence of the primary care provider, the substitute shall be at least 16 years of age and shall meet all of the requirements for a provider specified in K.A.R. 28-4-114a (a)(2), (b)(4)(C), and (c).
- (2) In the extended absence of the primary care provider, the substitute shall be at least 18 years of age and shall meet all of the requirements for a primary care provider specified in K.A.R. 28-4-114a.

“Temporary absence” means time away from a facility for a period not to exceed three hours in a day.

#### **Academic Credit or Continuing Education Units (CEUs)**

Only course work in relevant child care topics may apply to meeting the clock hour requirement for initial or annual professional development. One credit hour is equivalent to 15 clock hours. One CEU is equivalent to 10 clock hours. Document the hours completed by obtaining and filing a transcript. A grade of C or better must have been attained to receive credit for a course.