

## **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 K.A.R. 28-4-113(c) for more information about the requirements and to whom they apply, including substitutes.

### **K.A.R. 28-4-114a. Initial and ongoing professional development.**

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.

- (a) Orientation
- (b) Health and Safety Training (approved by KDHE) requirements:
  - o Recognizing the signs of child abuse or neglect, including prevention of shaken baby syndrome and abusive head trauma, and the reporting of suspected child abuse or neglect;
  - o Basic child development, including supervision of children;
  - o Safe sleep practices and sudden infant death syndrome;
  - o Prevention and control of infectious diseases, including immunizations;
  - o Prevention of and response to emergencies due to food and allergic reactions;
  - o Building and premises safety, including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, and vehicular traffic;
  - o Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a facility;
  - o Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants, including blood and other bodily fluids or waste; and
  - o Precautions when transporting children, if transportation is provided.
- (c) Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR) certifications  
If an online training is taken, such as the Heartsaver online course offered by The American Heart Association, the face to face skills test is required. A printed copy of the course completion does not meet the requirement of certification. A copy of a current certification card must be on file.
- (d) Medication administration training (approved by the KDHE Secretary)

### **K.A.R. 28-4-114a(e) Annual professional development training requirements.**

Complete required clock-hours of professional development training (approved by the KDHE Secretary).

### **K.A.R. 28-4-114a(f) Documentation.**

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

### **K.A.R. 28-4-113. Definitions.**

- (s) "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.
- (t) "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.