



State of New Jersey

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New Jersey Child Care Assistance Program Updated Health and Safety Training Requirements Notice

Dear Child Care Provider:

The State of New Jersey's Department of Human Services, Division of Family Development (DHS/DFD), in accordance with the federal Child Care and Development Fund program regulations, requires health and safety trainings for caregivers, teachers, and directors of child care providers receiving funds from the Child Care Assistance Program (CCAP). All child care providers, including licensed child care centers, family child care providers (FCC), approved homes, and youth camps that receive CCAP funds must ensure that all caregivers, teachers, and directors complete the updated health and safety trainings listed below.

All new caregivers, teachers, and directors shall complete the following orientation trainings:

- Health, Safety, and Child Growth and Development and Mandated Child Abuse and Neglect Reporting: Basic Requirements for Licensing; and
- Pediatric First Aid and Pediatric CPR Training.

All new FCCs and approved home providers, and FCC alternates, must also complete the following additional orientation trainings prior to being registered or approved:

- Office of Licensing (OOL) policy review;
- Business Practices; and
- Program Management.

All returning caregivers, teachers, and directors shall also complete the Health, Safety, and Child Growth and Development Refresher in-service training on an annual basis.

All returning FCC and approved home caregivers, teachers, and directors must complete at least six (6) hours of in-service training each year, and all returning caregivers, teachers, and directors of youth camps that receive CCAP funds must complete at least four (4) hours of in-service training each year. The annual Health, Safety, and Child Growth and Development Refresher training counts toward these annual in-service training hour requirements.

All licensed child care center caregivers, teachers, and directors must complete the minimum hours of annual in-service trainings required by Department of Children and Families regulation.

Required trainings must be documented and on file in the New Jersey Child Care Information System (NJCCIS). Providers and/or staff must upload all completed trainings in their NJCCIS personnel records in order to maintain up-to-date profiles. Failure to complete the required annual in-service trainings may result in a loss of eligibility for CCAP funding.

Trainings are accessible online through the NJ Workforce Registry in NJCCIS or available through the Child Care Resource and Referral (CCR&R) agencies, who will serve as primary contacts for providing guidance on the current health and safety training policies and procedures.