

Training Requirements

The regulations established by the Office of Children and Family Services require all child care providers to complete thirty hours of training that cover nine training topic areas every two years.

The nine topic areas include:

1. Principle of Childhood development, focusing on the developmental stages of the age groups for which the program provides care.
2. Safety and Security Procedures
3. Child Abuse and Maltreatment Identification and Prevention
4. Statutes and Regulations Pertaining to Child Day Care
5. Nutrition and Health Needs of Infants and Children
6. Business Record Maintenance and Management
7. Child Day Care Program Development
8. Statutes and Regulations Pertaining to Child Abuse and Maltreatment
9. Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome (This requirement does not apply to school-age child care program staff).

It is important to remember that training certificates must be submitted to your licensor or registrar as verification that training was completed. A copy of a training log for trainings completed at the Community Child Care Clearinghouse of Niagara may be obtained by calling 285-8572 Ext. 104. For information on obtaining financial assistance for trainings or accreditation [click here](#).

Training Tracking Forms - The Division of Child Care Services has developed two forms for the purpose of recording training hours. These forms will assist you in recording and tracking training hours. Family and Group Family providers should be using form #OCFS-4880, Individual Training Tracking Form. This form should be maintained on file and submitted to your Registrar or Licensor at renewal, in place of the grid in the renewal booklets. School-Age Programs and Day Care Centers should be utilizing the Individual Training Tracking Form #OCFS-4880 for the Director. Employees can utilize the form for tracking their individual training. School-Age Program and Day Care Center Directors should complete form #OCFS4879 Day Care Program Training Tracking Chart Form for all employees at their site. This form should be submitted to your Registrar or Licensor at renewal and a copy of this form should be maintained on site. Both forms are included below for your convenience. You may also order copies of the forms from the OCFS warehouse by calling (518) 473-0971.

[Staff Training Tracking Forms for Directors](#)

[Training Tracking Forms in English and Spanish](#)