Steps for Child Care Centers to Offer Their Staff
a Group Training for the 5-Hour Foundations in Health and Safety Trainings

By September 30, 2017, all staff must complete this OCFS health and safety e-learning There is no charge for the training, which can be found at the following website: https://www.ecetp.pdp.albany.edu/elearn_catalog.shtm. This is a 5-hour training but does not have to be completed all at once. A person can stop the training and then start it again later.

Directors of day care centers (DCC) or school age child care (SACC) programs may hold group training sessions for their staff using the Foundations in Health and Safety e-learning.

Here are the steps the director must take:

1. Each participant in the group session must set up an Early Childhood Education and Training Program (ECETP) account with PDP so that credit for the training can be added to the individual's ECETP account. The account can be set up at : https://www.ecetp.pdp.albany.edu/mytraining/login.aspx.

2. DCC and SACC directors choosing the group method of training may not charge their employees a fee for the training nor may they train staff who are not employees of their program.

3. The DCC and SACC director must facilitate the Foundations in Health and Safety e-learning group sessions and ask for staff participation during the interactive exercises that are included in the training.

4. The DCC and SACC director must register to become an approved On-Demand Trainer. To get the form, first create an ECETP account if you do not already have one. Then go to https://www.ecetp.pdp.albany.edu/OnDemandTrainer.shtm.

5. Signed rosters of those trained by the DCC or SACC director must be kept on file at the program for review by OCFS representatives.

6. The DCC and SACC director must send a copy of the signed training roster and the Participant's Reaction Questionnaires (PRQ) to PDP after completion of the training modules.

7. For your convenience, these forms are available at:
   Roster: http://res.pdp.albany.edu/eLearning/HS-Foundations/Roster-HSFoundations.docx
   PRQ:http://res.pdp.albany.edu/OnDemand_Conf/CommonFiles/Participant%20Reaction%20Questionnaire.pdf

8. Upon receipt of these forms, PDP will enter all individual's training credit into their ECETP account. The address to send signed rosters and PRQ to is: https://www.ecetp.pdp.albany.edu/OnDemandTrainer.shtm