



**Licensing and Compliance
Professional Development and Training Plan**

Introduction

The Division of Early Learning (DEL) Licensing & Compliance Unit's Employee Training Plan creates a strategy to align employee-training requirements with its core programmatic and organizational priorities, local and federal regulations, and industry best practices. This professional development plan establishes professional development requirements for all Licensing & Compliance employees. Training supports the DEL mission by supporting the ongoing development of a competent, motivated and diverse workforce, while making the best use of available resources. This plan will increase opportunities for employees to gain and enhance their knowledge and skills to continually improve their performance around their required job functions. This plan includes 27 hours of health and safety training, 4 hours of customer service training, and 13 hours of monitoring and investigations training

1. Training Scope

Professional Development sessions have been identified to provide the proper level of training needed on a range of health and safety subject topics, human care licensing, inspections and customer service. Training methods will vary. Trainings will be offered in person, as well as online.

a. Training Objectives

- All Child Care Licensing Inspectors are required to complete all health and safety professional development courses required in the new CCDBG Federal rule and outlined in DC's Child Development Facilities Regulations.
- All Child Care Licensing Inspectors are required to complete all professional development related to the implementation and ongoing monitoring of OSSE's Child Care Licensing Regulations as required by CCDBG Sec. 98.42 (b.).

b. Assumptions

The Child Care Licensing Inspectors are professionals that are dedicated to their own professional development and learning.

c. Constraints

Schedule/Timing-Child Care Licensing Inspectors will be expected to complete all inspections consistent with their daily duties and responsibilities.

2. Training Program

a. Training Prerequisites

All Child Care Licensing Inspectors are expected to understand and be familiar with the new licensing requirements.

b. Training Topics and Schedule

Title	Learning Objectives	Method	Duration	Date	Frequency
The prevention and control of infectious diseases	This course provides participants with reliable national resources for guidance on preventing and managing infectious diseases and is designed for everyone who cares for children, including health care professionals, and child care providers.	In-Person Or Online https://shop.aap.org/preventing-and-managing-infectious-diseases-in-early-education-and-child-care/	Varies	Multiple	Annual
Prevention of sudden infant death syndrome and use of safe sleeping practices	Participants will learn ways to reduce the risk of SIDS in child care settings, and how to inform parents and other caregivers on safe sleep practices.	In-Person Or Online https://shop.aap.org/reducing-the-risk-of-sids-in-early-education-and-child-care/	Varies	Multiple	Annual
Administration of Medication	Participants will learn why medication is administered in the child care setting; medication preparation, forms, and policies; administering medications and standard precautions; and allergic reactions, side effects, medication errors, and inappropriate parent requests.	In-Person Or Online: https://shop.aap.org/medication-administration-in-early-education-and-child-care/	Varies	Multiple	Every two years
The prevention of and response to emergencies due to food and allergic reactions	Participants will explore food allergy procedures that should be in place when caring for children in early care and preschool settings according to research-based Centers for Disease Control and Prevention (CDC) guidelines and the rights of children	In-Person Or Online http://extension.psu.edu/youth/betterkidcare/lessons/food-allergies-management-and-prevention	Varies	Multiple	Annual

Title	Learning Objectives	Method	Duration	Date	Frequency
	with food allergies. Topics include preventing exposure to the specific food(s) to which each child is allergic; recognizing the symptoms of an allergic reaction; and treating allergic reactions in emergency situations	or http://extension.psu.edu/youth/betterkidcare/lessons/food-allergies-management-and-prevention or http://www.allergyready.com/back-to-school/			
Building and physical premises safety	Participants will learn how to enhance one's supervision skills and incorporate appropriate supervision practices. This lesson focuses on meeting the additional supervision needs for outdoor play.	In-Person Or Online	Varies	Multiple	Annual
The prevention of shaken baby syndrome and abusive head trauma	Participants will learn how trauma can affect a child's developing brain. The participants will learn how to identify signs of trauma.	In-Person Or Online	Varies	Multiple	Annual
Emergency preparedness and response planning for emergencies	Participants will learn basic disaster response skills, fire safety, light search and rescue, CERT team organization, disaster psychology, terrorism awareness, and disaster medical operations	In-Person Or Online	Varies	Multiple	Annual
The handling and storage of hazardous materials and the appropriate disposal of bio-contaminants	Participants will learn the latest research-based information and best ways to keep the children in your care healthy and safe.	In-Person Or Online https://emilms.fema.gov/is36/MPCsummary.htm	Varies	Multiple	Annual
Transportation safety	Participants will learn about interior temperature of safety in vehicles; Child Passenger Safety - Provide information	In-Person Or Online	Varies	Multiple	Annual

Title	Learning Objectives	Method	Duration	Date	Frequency
	on the importance of using a child restraint seat, with hands on activities; Passenger van safety.				
First Aid and Cardiopulmonary resuscitation	With an emphasis on hands-on-learning, the First Aid/CPR/AED courses give participants the skills to save a life as well as a short course in blood borne pathogens	In-Person	6 hours	Multiple	Every two years
Nutrition Health	Participants will learn the basics of good nutrition for toddlers and preschoolers, as well as wellness planning and preparing nutritious meals with a focus on meeting the Child and Adult Care Food Program (CACFP) meal pattern requirements. This training will also cover best practices for creating positive meal times and implementing family-style meal service.	In-Person Or Online	Varies	Multiple	Annual
NARA	<p>Webinar Archive 891: Working with Difficult Organizations http://www.naralicensing.drivehq.com/Webinar_recordings/NARA_webinar_Difficult_Organizations_July8_2014_TvdV/index.htm</p> <p>Webinar Archive 892: Safety Considerations: Best Practices for Lone Workers in the Field http://www.naralicensing.drivehq.com/Webinar_Recordings/NARA_webinar_Safety_Considerations_March_2013_RR/index.htm</p> <p>Webinar Archive 893: Child</p>	Online and In-Person	14 hours	Multiple	Annual

Title	Learning Objectives	Method	Duration	Date	Frequency
	<p>Development and Licensing: Two Sides of the Same Coin http://www.naralicensing.drivehq.com/Webinar_Recordings/Child_Development_and_Licensing/lib/playback.html</p> <p>Webinar Archive 894: Consistency, Why Does It Matter? http://www.naralicensing.drivehq.com/Webinar_Recordings/consistency/index.htm</p> <p>Reducing Noncompliance Levels: Beyond Monitoring and Enforcement http://www.naralicensing.drivehq.com/Webinar_Recordings/Reducing_Noncompliance/index.htm</p> <p>Death Investigations - Not Just Another Complaint http://www.naralicensing.drivehq.com/Webinar_Recordings/Death_Investigations_Part_1/index.htm</p> <p>Interviewing Children and Adults http://www.naralicensing.drivehq.com/Webinar_Recordings/interviewing_children_&_adults/lib/playback.html</p>				
Worker Safety Training	Trainings design to reduce the number of injuries and deaths, property damage, legal liability, illnesses, workers' compensation claims, and missed time from work. Safety training classes will help establish a safety culture in which employees themselves	In-Person	2 hours	04/16/17	

Title	Learning Objectives	Method	Duration	Date	Frequency
	help promote proper safety procedures while on the job.				
Mandatory Reporting	Mandatory Reporter Training contains definitions, examples, and signs of child abuse and neglect, numerous resources and DC legal codes, helpful tips for mandatory reporters, and interactive learning checks to confirm you learned important concepts. After you complete this training, you should be able to understand your legal obligations as a mandatory reporter; define the types of child abuse and neglect; recognize signs of child abuse and neglect; identify groups of children who may be at a higher risk for abuse or neglect; and more.	In-Person https://dc.mandatedreporter.org/pages/Welcome.action	3 hours	Multiple	Annual