



ICCP Initial Trainings: Instructions

STEP 1: CREATE A PROVIDER ACCOUNT

If you have an IdahoSTARS Provider Account, skip to **Step 2: Review Your IdahoSTARS Training Log**. If you do not have an IdahoSTARS Provider Account, follow these steps to create your account:

1. Go to *idahostars.org* and select 'Provider Login' on the top menu bar
2. Select 'Sign-up' (under the User Name and Password boxes/next to the Log In button) and fill in the required information
3. Write your User Name, Password, Security Question, and Security Answer below. The information is case sensitive so record your information exactly how you type it (i.e. with capitals and lower case letters):

User Name: _____

Password: _____

Security Question: _____

Security Answer: _____

4. It may take up to two business days for account creation for your use

STEP 2: REVIEW YOUR IDAHOSTARS TRAINING LOG

Once your IdahoSTARS Provider Account is created, determine which *ICCP Initial Trainings* you must still complete.

1. Go to *idahostars.org* and select 'Provider Login' on the top menu bar
2. Enter User Name and Password and select 'Log In'
3. Select 'View Training Log' on the black left side menu bar
4. Determine which Initial ICCP Trainings you must still complete by checking the boxes of the trainings you have already completed in the ICCP Training Chart on the next page

QUESTIONS:

Call The Idaho CareLine: Dial 2-1-1
and Ask For Your Regional CCRC Office or
the Training Office



ICCP INITIAL TRAININGS

Owners/Directors and all staff: complete the list of trainings below.

- SIDS: Reducing the Risk in Child Care: *1 hour*
OR
Reducing the Risk of SIDS in Child Care (AAP): *1 hour*

- Prevention and Control of Infectious Diseases: *3 hours*
OR
Preventing and Managing Infectious Diseases in Early Education and Child Care (AAP): *3 hours*

- Administration of Medication in Child Care: *2 hours*
OR
Medication Administration in Early Education and Child Care (AAP):
2 hours

- Multihazard Planning for Child Care: *2 hours*
OR
IS-36 FEMA: Multihazard Planning for Child Care: *2 hours*

- Managing Allergies in the Early Care Setting (FARE): *1 hour*

- Prevention of Injuries: *2 hours*

- Early Childhood Brain Development, The First 1000 Days: *1 hour*

QUESTIONS:

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STEP 3: REVIEW AND COMPLETE ICCP TRAINING REQUIREMENTS

Go to the ICCP Training Requirements webpage for your ICCP Initial Training instructions.

1. Go to idahostars.org and select the following from the top of the home page

****Click Here for ICCP Training Requirements!****

2. To obtain a list of the required ICCP Trainings, select the following:

Then the following trainings must be completed: (Click to expand list)

3. For instructions and training materials for each ICCP Training, select the following:

Description: (click to expand)

4. ICCP Initial Trainings may be completed in two ways:
 - a. If completed through your IdahoSTARS Provider Account:
 - i. Review and follow the instructions for each training title
 - ii. Upon completion of reviewing the handouts, resources, and Checklist of Practices, watch the video:
 - i. Select 'X' in the right corner of the video pop-up screen and the training will be added to your IdahoSTARS Training Log
 - iii. Review your training log to ensure training hours are recorded
 - iv. If the training hours did not record on your training log, please contact the IdahoSTARS Training Office for assistance
 - v. You do NOT need to re-watch the video
 - b. If completed through the American Academy of Pediatrics (AAP) or the Federal Emergency Management Agency (FEMA) websites:
 - i. Submit the certificate(s) of completion along with the IdahoSTARS Training Cover Sheet to the IdahoSTARS Training Office so the training hours can be entered onto your training log (Training Office address and email are located on the cover sheet)
 - i. Please plan ahead as this process may take up to 6 weeks

STEP 4: VERIFY AND SUBMIT THE IDAHOSTARS TRAINING LOG TO YOUR DIRECTOR

Upon completion of all ICCP Initial Training requirements, ensure your training log is reflective of all trainings (use page 2 when verifying training)

- Remember to provide verification of your IdahoSTARS Training Log to your employer to ensure completion

QUESTIONS:

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the Training Office**

