

# Idaho Child Care Program (ICCP)

## Frequently Asked Questions (FAQ's): Training Requirements for New and Existing ICCP Providers

### 1. Who is required to take the Health and Safety trainings?

All current ICCP providers, owners, and staff members, who provide direct care to children. This includes center operators and their staff, as well as group, family, relative and in-home providers.

- "Provider" is an individual, organization, agency, or other entity providing child care.
- "Staff" means a person who is sixteen (16) years of age or older and employed by a daycare owner or operator to provide care and supervision at a daycare facility
- *Non-paid volunteers and employees that do not have contact with children such as cooks, accountants, and janitors will not be required to complete this training.*

### 2. What are the new required Health & Safety trainings?

The ICCP required Health and Safety trainings are a series of FREE online courses designed to cover a variety of health and safety topics for child care providers in Idaho. All providers and staff are required to complete these trainings, which total 12 hours. If you have completed these trainings previously, you will not be required to take them again.

Check your IdahoSTARS training log to see if you have already taken them. The 7 trainings are:

- Reducing the Risk of SIDS in Child Care (AAP): 1 hour
- Preventing and Managing Infectious Diseases in Early Education and Child Care (AAP): 3 hours
- Managing Allergies in the Early Care Setting (FARE): 1 hour
- Early Childhood Brain Development, The First 1000 Days: 1 hour
- Medication Administration in Early Education and Child Care (AAP): 2 hours
- Prevention of Injuries: 2 hours
- IS-36 FEMA: Multihazard Planning for Childcare: 2 hours

### 3. Will previous Health and Safety trainings count as meeting the requirement?

Some of your previous trainings might help you meet the ICCP Health and Safety Training Requirements.

- *For example, if you completed ALL of the Health and Safety Modules from Essential Training 1, you will only need 4 additional courses to meet the requirements.*

All providers must have verification on the training database that they have completed the below courses:

#### ICCP TRAINING CHART: DIRECTORS AND STAFF COMPLETE ONE OF THE TRAINING GROUPS BELOW

##### Training Group A

Did you complete the following 3 Health and Safety Modules?

- ET 1: Health and Safety Module 1 OR  
ET 1: Salud y Seguridad Module 1

AND ET 1: Health and Safety Module 2 OR  
ET 1: Salud y Seguridad Module 2

AND ET 1: Health and Safety Module 3 OR  
ET 1: Salud y Seguridad Module 3

Then complete the following trainings:

- Early Childhood Brain Development, The First 1,000 Days (1 hour)
- Medication Administration in Early Education and Child Care (AAP) (2 hours)
- ICCP Health and Safety Refresher (1 hour)
- IS-36 FEMA: Multihazard Planning for Childcare (2 hours)

##### Training Group B

If you have NOT completed the 3 Modules in Training Group A, complete the following trainings:

- Reducing the Risk of SIDS in Child Care (AAP) (1 hour)
- Preventing and Managing Infectious Diseases in Early Education and Child Care (AAP) (3 hours)
- Managing Allergies in the Early Care Setting (FARE) (1 hour)
- Early Childhood Brain Development, The First 1000 Days (1 hour)
- Medication Administration in Early Education and Child Care (AAP) (2 hours)
- Prevention of Injuries; (2 hours)
- IS-36 FEMA: Multihazard Planning for Childcare (2 hours)

**4. When are the Health and Safety trainings to be completed?**

- Beginning in November 2016, Health and Safety trainings must be completed by the ICCP Agreement expiration date. New employees will have 90 days from their hire date to complete the trainings.
- New providers will have 90 days from the date they receive their “Vendor Number” to complete the trainings.

**5. I just hired someone a month ago/ last week/ yesterday, what do they have to do?**

Beginning 11/1/2016 all **new** employees have 90 days from their hire date to complete the FREE online Health and Safety trainings.

- *For example, if my Provider Agreement is up for renewal in 12/2016, but I just hired a new staff member on 11/15/2016 the Provider Agreement can be renewed prior to that employee’s completion of the training requirements.*

**6. Where can I access the Health and Safety trainings?**

The FREE trainings are available online. Go to [www.idahostars.org](http://www.idahostars.org) and click on “Provider”, and then “ICCP” to begin. Your local Child Care Resource Center (CCRC) will also have information on how to access the trainings. You can reach your local CCRC by calling the 2-1-1 Idaho CareLine or 1-800-926-2588.

**7. How often are the Health and Safety trainings required?**

- In Year One, everyone will need to meet the Health and Safety training requirements.
- Ongoing, everyone will need to complete a 2-hour Health and Safety Refresher Course, and fulfill the remaining 10 hours of training requirement with qualifying trainings of their choice.
- If someone is new to child care, or has not completed the Health and Safety trainings, they will start with the “Year One” requirements.

**8. What is the difference in Year One and Ongoing training requirements?**

- In Year One, everyone will meet the 12 hour training requirements by completing the Health and Safety trainings.
- Ongoing, everyone will complete a 2 hour Health and Safety Refresher Course, and fulfill the remaining 10 hours of training requirements with qualifying trainings of their choice.
- *If someone is new to child care, or has not completed the Health and Safety trainings, they will start with the Year One requirements.*

**9. Should I start taking the training now?**

Yes. Each staff member and operator of a facility may begin taking trainings as soon as possible. A facility will be required to have all trainings completed by all employees when the provider renews their annual ICCP Provider Agreement.

**10. Where do I sign up for the IdahoSTARS Training Database? / Where is my Training Log?**

1. Go to [idahostars.org](http://idahostars.org) and select “Provider Login” on the top menu bar
2. Select ‘Create new user’/ ‘Sign Up’ 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 your account to be created and open for your use.

**11. Do the ICCP Health and Safety trainings count toward State Licensing training requirements?**

Yes. For state licensing the training will count if the staff person takes the training after their hire date. It will be credited for the licensing period in which the training was taken.

*City licensed providers will need to check with their cities to determine if it will meet their local requirements.*

**12. Once I have completed the trainings, can I take them again and have them count for my yearly ongoing training?**

- No. The Year One ICCP Health and Safety Training Requirements contain basic information required for working in child care. Each course will only “count” one time.
- Ongoing the annual 2-hour Health and Safety Refresher Course will count each year.

**13. What counts for ongoing trainings?**

- After Year One, providers and staff need to complete a 2 hour Health and Safety Refresher Course that will count as part of their annual ongoing training. Providers and staff will need to fill the remaining 10 hour requirement with qualifying trainings of their choice.
- For ICCP, ongoing trainings must be related to child development, teaching and curriculum, health and safety, and/or business practices. (Not all topics accepted for the ongoing ICCP training requirements will be accepted by state or city licensing; please consult your licenser’s requirements.)
- Pediatric CPR, Pediatric First Aid, and CACFP (Food Program) trainings will NOT count toward the ongoing training requirement.
- IdahoSTARS provides and approves a variety of trainings in-person and online throughout the year. IdahoSTARS approved trainings are recorded in a participant’s Training Log which can be helpful for easy tracking and documentation.

**14. What is the “Refresher Health and Safety” course and how will I know to take it and where’s it’s located?**

IdahoSTARS will provide a annual Health and Safety course for providers which will be located on the IdahoSTARS ICCP Provider webpage.

**15. Can I check the Training Database to check on my staff’s status in training?**

No. Directors and owners do not have access to view their employees’ training records. The employee must log in and provide a copy of their training log to their employer.

**16. What happens if my staff does not complete the training?**

An Owner/Director is responsible for ensuring all staff members have completed their 12 hours of training each year from the employee’s date of hire to remain eligible for the Idaho Child Care Program. If your facility is not eligible for ICCP your facility will not receive payments for ICCP eligible families.

**17. Where can I find this in writing?**

Please access the [ICCP Provider page](#) on the [IdahoSTARS website](#) ([www.idahostars.org](http://www.idahostars.org)) for more information about these requirements.

For further details about the requirements, you can access the Rules Governing the Idaho Child Care Program online at the [Department of Administration’s website](#). (<https://adminrules.idaho.gov/rules/current/index.html>) The link to the ICCP rules: <http://adminrules.idaho.gov/rules/current/16/0612.pdf>

Additionally, the [Federal Office on Child Care website](#), has detailed information about the requirements: <http://www.acf.hhs.gov/occ/ccdf-reauthorization>