



## ICCP Annual Training Instructions

*In order to remain eligible as an ICCP provider, please complete 12 training hours annually. This annual requirement includes: A 2-hour preselected ICCP Health and Safety Training, and 10 hours of elective trainings throughout your ICCP renewal cycle year.*

### **STEP 1: REVIEW YOUR PROFESSIONAL DEVELOPMENT RECORD (PDRcord) IN RISE**

Determine which training hours will count toward the 10 ICCP Elective Training hours for your ICCP renewal cycle. ICCP Elective Trainings must relate to continuing education in child development, teaching and curriculum, health and safety, and/or business practices.

- Log into your RISE Account
- Review your PDRcord for trainings and academic education taken within your annual renewal cycle
- If you took an IdahoSTARS approved training which is NOT showing on your PDRcord, contact the IdahoSTARS Training Office for assistance
- If you completed a non-IdahoSTARS approved training, submit your certificate of completion from the training through your RISE account in the 'My Documents' area under 'Certificate Submission'

### **STEP 2: LOCATING TRAININGS TO USE FOR THE ANNUAL 10 ICCP ELECTIVE TRAINING HOURS**

Complete IdahoSTARS approved trainings for easy tracking of 10 qualified required ICCP Elective Training hours for your records.

*ICCP Elective Trainings must be completed through training hours or college credit*

- 10 training hours 'related to continuing education in child development, teaching and curriculum, health and safety, and/or business practices'
  - To find qualified training, select Course Catalog or Calendar on the left side menu bar in your RISE account for current live and online offerings. Training completed through an IdahoSTARS Approved Company are also an option

OR

- One college credit 'related to continuing education in child development, teaching and curriculum, health and safety, and/or business practices'

- When completing a college course for this requirement, a college transcript for the course must be submitted through RISE to be added to your PDRecord under 'Academic Education'

### **STEP 3: COMPLETE THE ICCP HEALTH AND SAFETY TRAINING**

The 2-hour preselected ICCP Health and Safety Training is free and available through your RISE account.

- The most current ICCP Health and Safety training is available each July for completion on your RISE dashboard or in the Course Catalog

### **STEP 4: REVIEW TRAINING LOG**

Upon completion of all ICCP Annual Training requirements, view your PDRecord to ensure all trainings recorded correctly.

*Look for the annual ICCP Health and Safety Training plus 10 training hours 'related to continuing education in child development, teaching and curriculum, health and safety, and/or business practices'*

- Owners/Directors should review staff PDRecord to ensure their 12 training hours are recorded before the ICCP provider renewal deadline.