



## 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 (PDR) 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 Professional Development Record (PDR) for trainings and academic education taken within your annual renewal cycle
- If you took an IdahoSTARS approved training which is NOT showing on your PDR, contact the IdahoSTARS Training Office for assistance
- If you completed a non-IdahoSTARS approved training, complete and submit the Post Approval Training Request for that training and submit the request to the IdahoSTARS Training Office

### **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, go to [idahostars.org](http://idahostars.org) and select 'Approved IdahoSTARS Trainings' under the header 'Child Care Providers' at the top menu bar for online and Lending Library opportunities or 'Statewide Calendar' for live trainings in your region

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 Academic PDR

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

The 2-hour preselected ICCP Health and Safety Training is free and available in a variety of training styles.

*Training may be completed in one of 3 ways:*

- **Online:** Instructions and training materials are located on the Approved IdahoSTARS Training page
  - go to idahostars.org and select 'Approved IdahoSTARS Trainings' under the header 'Child Care Providers' on the top menu bar
- **Lending Library:** Trainings available through your local CCRC Office
  - Dial 2-1-1 and ask for your local CCRC Office for more information on obtaining Lending Library trainings
- **Facilitated training with IdahoSTARS Staff:**
  - Dial 2-1-1 and ask for your local CCRC Office to request a facilitated training session

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

Upon completion of all ICCP Annual Training requirements, view your RISE PDR 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 Professional Development Records (PDR) to ensure their 12 training hours are recorded before the ICCP provider renewal deadline.