

# 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 ICCP Initial Trainings?

All current ICCP providers: on site owners, directors, 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: An individual, organization, agency, or other entity providing child care.
- Staff: 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 staff that do not provide direct care to children such as cooks, accountants, and janitors are not required to complete this training.*

### 2. What are the required ICCP Initial Trainings?

The required ICCP Initial Trainings are a series of FREE 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. See training titles below:

Prevention and Control of Infectious Diseases in Child Care	3 hours
Administration of Medication in Child Care	2 hours
SIDS: Reducing the Risk in Child Care	1 hour
Multihazard Planning for Child Care Part 1: Knowing Your Hazards	1 hour
Multihazard Planning for Child Care Part 2: Developing a Plan	.5 hour
Multihazard Planning for Child Care Part 3: Testing and Updating Your Plan	.5 hour
Managing Food Allergies in the Early Care Setting (FARE)	1 hour
Prevention of Injuries	2 hours
Early Childhood Brain Development, The First 1000 Days	1 hour

### 3. Will previous health and safety trainings count toward meeting the requirement?

No. All staff must have verification on their IdahoSTARS Training Logs that they have completed the above courses to meet the initial 12 hour ICCP requirements within the previous year before the provider ICCP renewal date. If staff have been marked as complete with their ICCP Initial Trainings, they do not have to re-complete their ICCP Initial Trainings; these staff should continue with their ICCP Annual Training hours.

### 4. When do the ICCP Initial Trainings need to be completed?

- Health and safety trainings must be complete by the ICCP Provider Agreement expiration date. New staff 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 new staff need to do to complete the initial trainings?

All **new** staff have 90 days from their hire date to complete the FREE ICCP Initial Trainings.

- *For example: If my ICCP Provider Agreement is up for renewal in 11/2017, but I just hired a new staff member on 10/15/2017, the ICCP Provider Agreement can be renewed prior to that staff member's completion of the training requirements.*

## 6. Where can I access the ICCP Initial and Annual Trainings?

The FREE ICCP Initial trainings are available online or through the CCRC Lending Libraries. The current pre-selected 2 hour ICCP Health and Safety Training is also available free online or through the CCRC Lending Libraries. The pre-selected 2 hour ICCP Health and Safety Training is also available facilitated with IdahoSTARS Staff. For online trainings, go to [www.idahostars.org](http://www.idahostars.org) and select *Child Care Providers* at the top, and then select *Approved IdahoSTARS Trainings* for the training instructions and materials under *ICCP Trainings* tab. The Training Office or your local Child Care Resource Center (CCRC) is available to assist in accessing trainings. You can reach either office by calling the 2-1-1 Idaho CareLine or 1-800-926-2588.

## 7. How often does ICCP require training?

- ICCP Initial Training: Child care providers will complete the 12 hours of ICCP Initial Trainings during their initial year.
  - New hires to a child care or new ICCP providers will start with the initial 12 hours of training.
- ICCP Annual Training: Child care providers will complete the current pre-selected 2 hour ICCP Health and Safety Training, and 10 hours of qualified training of their choice or 1 college credit 'related to continuing education in child development, teaching and curriculum, health and safety, and/or business practices'.
  - To find qualified trainings, visit your IdahoSTARS Provider Account and select *Approved IdahoSTARS Trainings* for online and Lending Library opportunities or *Statewide Calendar* for live trainings.

## 8. What is the difference in the ICCP Initial Training requirements and the ICCP Annual Training requirements?

- ICCP Initial Training: Child care providers complete a 12 hours of ICCP Initial Trainings.
  - New hires to a child care, or new ICCP providers will start with the initial 12 hours of training.
- ICCP Annual Training: Child care providers will complete the current pre-selected 2 hour ICCP Health and Safety Training, and 10 hours of qualified training of their choice or 1 college credit 'related to continuing education in child development, teaching and curriculum, health and safety, and/or business practices'.
  - To find qualified trainings, visit your IdahoSTARS Provider Account and select *Approved IdahoSTARS Trainings* for online and Lending Library opportunities or *Statewide Calendar* for live trainings.

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

Yes. Each staff member of a facility should complete trainings as soon as they renew for the next year, after their renewal month. A facility is required to have all trainings complete by all staff members within the 12-month period before the provider renews their annual ICCP Provider Agreement for the next year.

## 10. Where do I sign up for an IdahoSTARS Provider Account? Where is my Training Log?

1. Go to [idahostars.org](http://idahostars.org)
2. Select 'Rise Login' on the top menubar
3. Select 'Click here to create an account' and fill in the required information
4. Write your Email Address and Password below. The information is case sensitive so record your information exactly how you type it (ensure password has 1 capital and 1 lower case letter, and 1 number and 1 symbol):

Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

5. It may take up to two business days for your account creation for your use.
6. Your Professional Development Record (PDRecord) is located on the left side black menu bar in to your IdahoSTARS Provider Account.

## 11. Do the ICCP Initial Trainings and ICCP Annual Trainings count toward State Licensing training requirements?

- ICCP Initial Trainings: Yes, all initial training hours will count for state licensing requirements
- ICCP Annual Trainings: Yes, in most cases. For state licensing, the training will count if the staff person takes the training after their hire date, unless the training is in the Business Practices domain. The training hours are used for the licensing period in which the training was completed.
  - *City licensed providers need to check with their city licensor to determine if the trainings meet their local requirements.*

**12. Once I have completed the ICCP Initial Trainings, can I take them again and have them count for my yearly ICCP Annual Trainings?**

- No. The ICCP Initial Trainings contain basic health and safety information required for working in child care. Each training will only count one time.

**13. What counts for the ICCP Annual Trainings?**

- After completing the ICCP Initial Trainings, staff will complete the current pre-selected 2 hour ICCP Health and Safety Training that will count as part of their ongoing training. Staff will need to fill the remaining 10 hour requirement with qualified trainings of their choice or 1 college credit 'related to continuing education in child development, teaching and curriculum, health and safety, and/or business practices'.
  - To find qualified training, visit your IdahoSTARS Provider Account and select *Approved IdahoSTARS Trainings* for online and Lending Library opportunities or *Statewide Calendar* for live trainings.
- ICCP Annual Trainings: Trainings must relate to the following topics: child development, teaching and curriculum, health and safety, and/or business practices (not all topics accepted for the ongoing ICCP training requirements are accepted by state or city licensing; please consult your licensor for requirements).
- IdahoSTARS provides and approves a variety of trainings live and online throughout the year. IdahoSTARS approved trainings are recorded in a staff member's Training Log, which is helpful for the staff and owner/director's easy tracking and documentation.
- What will NOT count toward the ongoing training requirements: Pediatric CPR and Pediatric First Aid

**14. What is the ICCP Health and Safety Training? How will I know to take it? Where is it located?**

- The current pre-selected 2 hour ICCP Health and Safety Training (which IdahoSTARS develops each year); health and safety topics will vary.
- The current 2 hour ICCP Health and Safety Training is promoted on the IdahoSTARS webpage, through the Regional CCRC Offices, and social media. This annual health and safety training is available in July each year.
- The current ICCP Health and Safety Training instructions and materials are located on the IdahoSTARS ICCP Requirements webpage.

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

No. Owners/Directors do not have access to view their staff's training logs. The staff provides verification of their IdahoSTARS Training Log and/or college transcript to their employer to ensure completion.

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

An Owner/Director is responsible for ensuring all staff members complete the 12 hours of training each year from the provider's ICCP renewal date to remain eligible for the Idaho Child Care Program (ICCP). 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 Requirements page on the IdahoSTARS website (<https://idahostars.org/Child-Care-Providers/ICCP>) 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>).
- Additionally, the Federal Office on Child Care website has detailed information about the requirements. You can find this information by following this link: <http://www.acf.hhs.gov/occ/ccdf-reauthorization>