

## HOME – Subsidy Program TRAINING Requirements

“Provider” means a person, entity, or organization providing a child care program.

“Caregiver” means an individual who provides care, protection, supervision, and guidance to children in the home and includes the provider and assistant.

“Vendor” means a legally operating child care provider who is approved by the department to participate in the Child Care Subsidy Program.

NEW Vendors		
WHEN	WHO	WHAT IS REQUIRED
<b><u>PRIOR</u></b> to approval	<b>Provider applying to be a vendor</b>	Proof of legal operation
		<i>Virginia Preservice Training for Child Care Staff</i> course
<b><u>PRIOR</u></b> to being alone with children and <b>within 7 days</b> of employment/vendor approval	<b>ALL caregivers</b>	Orientation Training (information <u>specific to the home</u> )
<b><u>Within 90 days</u></b> of approval or employment	<b>Caregivers</b>	<i>Virginia Preservice Training for Child Care Staff</i> course
		First Aid and CPR certification*
<b>Annually</b>	<b>ALL caregivers</b>	16 hours of training & staff development

\*During the 90 day period, there must always be at least one caregiver with current CPR and first aid training present during hours of operation

CURRENT Vendors		
WHEN	WHO	WHAT IS REQUIRED
<b><u>Within 90 days</u></b> of signing a new agreement <small>[NOTE: New agreements were effective 12/31/16; therefore training must be completed by <b>04/01/17</b>]</small>	<b>CURRENT caregivers</b>	<i>Virginia Preservice Training for Child Care Staff</i> course
		First Aid and CPR certification*
<b><u>PRIOR</u></b> to being alone with children and <b>within 7 days</b> of employment	<b><u>NEW</u> caregivers</b>	Orientation Training ( <u>facility specific</u> information)
<b><u>Within 30 days</u></b> of employment	<b><u>NEW</u> caregivers</b>	First Aid and CPR certification*
<b><u>Within 90 days</u></b> of employment	<b><u>NEW</u> caregivers</b>	<i>Virginia Preservice Training for Child Care Staff</i> course
<b>Annually</b>	<b>ALL caregivers</b>	16 hours of training & staff development

\*During the 30 or 90 day period, there must always be at least one caregiver with current CPR and first aid training present during hours of operation

**NOTE: When a vendor agrees to administer prescription medication, the administration must be performed by a staff member who has satisfactorily completed the Medication Administration Training (MAT) program approved by the Board of Nursing and taught by an approved MAT trainer.**