

PLEASE READ

IMPORTANT NOTICE FOR LEGALLY EXEMPT CHILD CARE PROVIDERS; NEW PRE-SERVICE HEALTH AND SAFETY TRAINING REQUIREMENTS

You are a Legally-Exempt child care provider, also known as a provider of informal or license-exempt child care. You must complete new Federal and State required pre-service health and safety training by **September 30, 2017 to continue to receive payment** as a child care provider.

Who must take the Pre-Service Health and Safety Training?

- Legally-exempt (AKA informal or license-exempt) group, family and in home child care providers
- Caregivers, employees, and volunteers with regular and substantial contact with children, especially anyone left unsupervised with children in care.

Who does not have to take the Pre-Service Health and Safety Training?

You do not need to take the training if your relationship to the child in care is one of the following:

- grandparent
- great-grandparent
- sibling (if living in a separate residence)
- aunt or uncle who provides care for ONLY a child or children related to them.

What happens if I don't get the Pre-Service Health and Safety Training?

Providers who do not complete the training by September 30, 2017 cannot be paid for subsidized families to whom you provide legally exempt child care.

Employees and volunteers who do not complete the training cannot be left unsupervised with children in care.

How many hours is the training?

The online training option is 5 hours. The classroom training option is approximately 6 hours.

How do I take the training?

There are two training options approved by the Office of Children and Family Services (OCFS), (1) online e-learning and (2) in class training. The training courses are available in English and Spanish only.

1. Online "E-Learning" – *Foundations in Health and Safety*

- There is no charge for the online training.
- The course is 5 hours long. All sections MUST be completed in full for certification. The sections may be done in more than one sitting.
- You can take the online training using the following link: www.ecept.pdp.albany.edu.
- To connect to this link you must use a PC or MAC computer with internet service. The link will not work on smart phones or tablets.
 - o Options for providers who cannot access the course at home:
 - ACS Computer Lab at 150 William Street; Register at <https://www.eventbrite.com/e/health-safety-tickets-36223782308> t.
 - UFT Computer Lab: Call 212-598-6829

- The course you must take is found in the tab labeled Learn – Take ECETP e-Learning Courses Online. Click on this tab, and then click on “Go to the E-Learning Catalog and get started!” Select the **Foundations in Health and Safety** course.
- You must create an account. The username and password that you create must be used each time you log in. Write them down and keep them in a safe place.

For help in creating a username/password, printing the certificate or technical help, email the staff at the Professional Development Program (PDP), University at Albany, at ecetp@albany.edu.

- After you finish all sections, you **MUST** print the certificate. (See additional instructions below for submission of the certificate.)

2. In-class training

- The course is six hours long and covers the same topics as the e-learning online course.
- There may be a fee for this option depending upon where you attend
- You will receive a certificate at the end of the course. (See additional instructions below for submission of the certificate.)

In Class Training Options

WHEDCo: Registration information is available online at <http://whedco.org/home-based-childcare/for-providers/>

CUNY Professional Development Institute (CUNY PDI): For updated training information, please call 718-254-7354 or send an e-mail to IFCCinfoline@gmail.com

United Federation of Teachers (UFT): Please call 212-598-6829

Submission of Training Certificate and Record Form

- Providers who attend the online training must print the certificate at the end of the training. Providers who attend the in-class training will also receive a certificate.
- You must submit the certificate and a completed Training Record Form (**OCFS-LDSS 4699.3**) included with this notice to your enrollment agency, as proof you completed the required training.
- Providers who care for children at a location in NYC can submit completed forms via mail or in person to any WHEDCo hub or job center office. (See enclosure)
- Providers who provide care at a location outside NYC should contact the legally exempt enrollment agency where they enrolled to submit the completed forms.

WHEDCo Locations to Submit the Completed Training Record Form (OCFS-LDSS 4699.3) by Mail or In Person:

Bronx:
WHEDCo
1309 Louis Nine Boulevard
Bronx, NY 10459

Manhattan:
WHEDCo
66 John Street, 7th Floor
New York, NY 10038

Queens:
WHEDCo
165-08 88th Avenue, 2nd Floor
Jamaica, NY 11432

NYC HRA Job Center Locations* with WHEDCo Staff On-Site to Accept the Completed Training Record Form (OCFS-LDSS 4699.3)

Bronx: Rider #38
Hunts Point #40
Fordham #44
Crotona #46
Concourse #45

Brooklyn: Coney Island #63
Dekalb #64
Bushwick #66
Clinton Hill #67
Bayridge #70

Manhattan: Waverly #13
East End #23
Dyckman #35
Union Square #39
St. Nicholas #18

Queens: Queens #53
Jamaica #54

Staten Island: Richmond #99

*Job Center locations can be obtained online at <http://www1.nyc.gov/site/hra/locations/job-locations.page>.