



# The Commonwealth of Massachusetts

## Department of Early Education and Care

<b>EEC Essentials Training Requirements and Applicability</b>	<b>Field Operations Policy – Funded Programs</b>
Effective: October 1, 2019 Updated Date: December 16, 2019 <b>Updated Date: August 27, 2021</b>	

### **POLICY STATEMENT**

In 2014, the Federal Child Care Development Block Grant (CCDBG) Reauthorization Act became law. This law reauthorized Federal funding of the Child Care and Development Fund (CCDF), which is used primarily to provide States, Territories, and Tribes with funding for subsidized child care for low income families. The CCDBG Reauthorization included multiple changes to various requirements regarding the provision of child care. These changes were required in order to ensure that children are receiving care in the safest and highest quality environment possible.

The EEC Essentials trainings will provide all individuals working with children in Funded Programs with foundational knowledge pertaining to health, safety, and child development topics, thereby creating a common base of understanding among early education and care providers in child care programs.

**This policy serves to clarify the EEC Essentials training requirements for Funded Programs.** Through this policy, EEC outlines the EEC Essentials training requirements, identifies applicable program staff, and explains the timeframe for compliance and monitoring for all Funded Programs and Providers.

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In accordance with the CCDBG requirements outlined above, individuals working with children in Funded Programs are required to be trained in the following EEC Essentials topics:

1. Child Abuse and Neglect;
2. Emergency Response Planning;
3. First Aid and Cardiopulmonary Resuscitation (CPR) Overview;
4. Food Related Risk and Response;
5. Hazardous Materials;
6. Infant Safe Sleeping Practices;
7. Infectious Diseases and Immunizations;
8. Introduction to Child Development;
9. Medication Administration;
10. Physical Premises Safety;
11. Shaken Baby Syndrome; and
12. Transporting Children.

**PLEASE NOTE: The First Aid and CPR overview training is not an approved First Aid or CPR Training Course and will not result in First Aid or CPR certification.** In accordance with EEC requirements and policy, Designated Administrators in Funded Center-Based programs must ensure and provide documentation that at least one staff member who is certified in both First Aid and CPR is present at all times when children are in care. Informal Providers must be certified in both First Aid and CPR prior to caring for children.

## **APPLICABILITY**

### **Center-Based Funded Programs**

Designated Administrators and program staff who work directly with children in Funded Programs, including but not limited to educators, support staff, and any individuals that count towards the maintenance of applicable ratios and group sizes are required to complete all 12 of the EEC Essentials training modules, except as follows:

- In Funded Programs that only run before and after school care and do not care for infants, program staff are not required to complete the Infant Safe Sleep and Shaken Baby Syndrome training modules.

Individuals who only work periodically with children in Funded Programs *and* who do not count towards the maintenance of applicable ratios and group sizes, including school nurses, custodians, volunteers, interns, and substitutes, are only required to complete the Emergency Response Planning module. In programs where volunteers, interns, or substitutes are counted towards the maintenance of ratios and group sizes, these individuals would be required to complete all of the required EEC Essentials training modules.

Individuals involved only in the provision of transportation services, including drivers and monitors, are only required to complete the Transportation Safety training module.

### **Informal Providers**

All Funded Informal Non-Relative Providers are required to complete all 12 EEC Essentials training modules.

## **TRAINING ACCESS**

Starting June 1, 2019, all 12 EEC Essentials training topics will be available online on EEC's Learning Management System (LMS). EEC has developed a comprehensive information technology workforce development system (StrongStart Online Professional Development System) with an integrated professional registry and credentialing system so that all Program Staff and Child Care Providers have the ability to learn core content knowledge in multiple ways, track their progress, and more easily develop the core competencies and skills needed to support children's early learning in a safe environment that leads to positive child outcomes and increased program quality.

## **TRAINING REQUIREMENTS**

### **Training Requirements for Currently Funded Programs**

The following shall apply to all **current** Center-Based Funded Programs that are receiving CCDF funding to provide care to one or more children receiving subsidy prior to October 1, 2019.

- Designated Administrators and all program staff working directly with children must have completed all of the required EEC Essentials training modules included in the EEC Essentials training via EEC's LMS.
- In programs offering transportation services, drivers and monitors must have completed the Transportation Safety module via the LMS.
- All interns, volunteers, nurses, custodians, or other adults working with children only periodically must complete the Emergency Preparedness Module available on EEC's LMS.
- The Designated Administrator must maintain a personnel record for each Program Staff member showing proof of completion of the required EEC Essentials training.

### **Training Requirements for New Funded Programs**

The following shall apply to all programs and individuals applying as a **new** Center-Based Funded Program on and after October 1, 2019.

- The Designated Administrator must have completed all of the required EEC Essentials training modules online via EEC's Learning Management System (LMS).
- All Program Staff must complete the required EEC Essentials trainings within 60 days of hire, but *may not work in an unsupervised capacity* until the following modules are completed: First Aid and Cardiopulmonary Resuscitation (CPR) Overview; Infectious Diseases and Immunizations; and Hazardous Materials. If caring for infants, Infant Safe Sleep Practices and Shaken Baby Syndrome must also be completed *prior to working in an unsupervised capacity*.
- In programs offering transportation services, drivers and monitors must complete the Transportation Safety module via the LMS.
- All interns, volunteers, nurses, custodians, or other adults working with children only periodically must complete the Emergency Preparedness Module available on EEC's LMS.
- The Designated Administrator must maintain a personnel record for each Program Staff member showing proof of completion of the required EEC Essentials trainings for all Program Staff.

### **Training Requirements for Informal Providers**

All **current** Funded Informal Non-Relative Providers that are receiving CCDF funding to provide care to one or more children receiving subsidy prior to October 1, 2019 must have

completed all 12 EEC Essentials training modules by July 1, 2020. Providers must maintain a record showing proof of completion of the required trainings.

All individuals that are applying as a ***new*** Funded Informal Non-Relative Provider on or after October 1, 2019 must have completed all 12 of the EEC Essentials training modules prior to caring for children. Providers must maintain a record showing proof of completion of the required trainings.

### **COMPLIANCE AND MONITORING**

EEC Funded Program Monitors will work with Designated Administrators and Funded Informal Providers to ensure that the EEC Essentials Training requirements are completed. Failure to complete all required EEC Essentials trainings in accordance with this policy may result in the following:

Upon the first violation, the program will receive technical assistance on meeting the EEC Essentials training requirements. The program will be notified through the technical assistance process that the completion date for all applicable individuals to complete the full suite of EEC Essentials trainings shall not exceed 90 calendar days from the date of provision of technical assistance.

Subsequent violations may result in citations for failure to come into compliance with the EEC Essentials training requirements as set forth. The program would then be required to complete and submit to the Department a corrective action plan within 14 days documenting the program's plan to come into compliance with the EEC Essentials training requirements.

