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| Massachusetts State Logo | The Commonwealth of Massachusetts  Department of Early Education and Care   |  |  | | --- | --- | | **Policy Bulletin 2019-01** | **EEC Licensing Policy** | |

* Title: *EEC Essentials Training Requirements*

# For use by: *Family Child Care and Small and Large Group and School Age Licensing*

* Effective date:  *July 3, 2019, revised February 1, 2020*
* Supersedes: *New Policy*

# POLICY STATEMENT

*Through this policy statement, the Department of Early Education and Care (EEC) seeks to outline the EEC Essentials training requirements for early childhood educators required by the Child Care Development Block Grant (CCDBG). These trainings will provide the EEC workforce with foundational knowledge pertaining to health, safety and child development topics thereby creating a common base of understanding among early educators in child care programs. This policy statement seeks to outline the training requirements, the educators to whom it applies, how it may be accessed and the timeframe for compliance and monitoring.*

# EEC Authority

606 CMR 7.00 sets forth the standards that support high quality early education and care programs that reflect the diversity of the Commonwealth; strengthen families; and help children learn and grow physically, socially, emotionally, and educationally. These regulations apply to all programs providing non-residential services to children younger than 14 years old outside their own homes, regardless of the care setting or the age of the children served. 606 CMR 7.11 authorizes the Department to mandate EEC Essentials trainings for all programs, including Family Child Care, Small Group and School Age, and Large Group and School Age Child Care.

The **Child Care and Development Block Grant** (CCDBG) is the federal law that authorizes the *Child Care and Development Fund (CCDF)*, which is the primary source of federal funding for child care subsidies for low-income working families and funds to improve early childhood program quality. It represents a large portion of the funding for the Department of Early Education and Care (EEC) to provide services for children and families in Massachusetts. Under federal regulations adopted pursuant to the 2014 reauthorization of CCDBG, there are certain requirements, designed to protect the health and safety of children, which must be put into place for programs receiving funds through CCDF under 45 CFR 98.41 and 45 CFR 98.44. These requirements include ensuring that educators, program directors, interns, and all program staff who have direct access to children are trained in specific health and safety topics.

In order to come into compliance with CCDF requirements, the following policy will become effective **June 1, 2019** and all Program Staff affiliated with licensed or CCDF-funded programs shall complete all trainings by **September 30, 2019**.

# Applicable Regulations

“All educators must be trained in the program’s emergency and evacuation procedures, in standard precautions and in medication administration procedures.” 606 CMR 7.11(1).

EEC regulations require that all early childhood educators be trained in standard precautions in child care settings. 606 CMR 7.11(1). Federal law now requires child care educators to complete specific trainings in order to ensure the health and safety of child care children. EEC is required to monitor for compliance and will do so under 606 CMR 7.11(1) pursuant to the policy set forth below for Group and School Age Child Care Programs.

EEC regulations require that all educators must register annually with the Department of Early Education and Care in accordance with EEC policies and procedures. 606 CMR 7.09(4).

# Training Population

All Program Staff working directly with children are required to be trained in the required EEC Essentials topics. In family child care (FCC) programs these individuals include the FCC Licensee, Certified Assistants and Regular Assistants. In all programs these staff include individuals of the licensed or funded program that count towards the maintenance of licensing ratios and group sizes, when applicable.

Individuals who only work periodically with children in the programs, including volunteers, interns and substitutes are not required to complete all of the EEC Essentials training modules. These individuals must complete the Emergency Response Planning training but no other trainings listed below. In groups and school age programs, if individuals, including volunteers, interns and substitutes count towards the maintenance of licensing ratios, they would be required to complete all of the EEC Essentials training modules.

The Program Director(s)/ FCC Licensee must have a personnel record for each Program Staff member that contains proof of completion of all the required EEC Essentials trainings, including the Introduction to Child Development training.

# Training Topics

All Program Staff, including family child care, 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.

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. This training cannot be taken in lieu of a First Aid and CPR certification. All group and school age educators will still need to complete First Aid certification within six months of employment and maintain current certification thereafter consistent with EEC regulations and policies. Family child care licensees and certified assistants cannot care for children without current First Aid and CPR certification, in accordance with EEC policy.

# 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 educators 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.

All educators must log-in to the online LMS and register their account prior to September 30, 2019.

# Training Requirements

## Currently Licensed Programs

The following shall apply to all ***current*** FCC and Group and School Age programs that were licensed prior to June 1, 2019.

All program staff (including certified and regular assistants in FCC Programs) that count toward required staff-child ratios and working directly with children must have completed the following training modules included in the EEC Essentials training via EEC’s LMS by September 30, 2019:

1. Child Abuse and Neglect;
2. Emergency Response Planning;
3. First Aid and Cardiopulmonary Resuscitation (CPR) Overview[[1]](#footnote-1);
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.

* The Program Director(s)/FCC Licensee must maintain a personnel record for each Program Staff member/Assistant showing proof of completion of the required EEC Essentials training.
* In programs offering transportation services, drivers and monitors will still be required to complete the Transportation Safety module via the LMS.
* All interns, volunteers or others that do not count toward meeting ratio requirements must complete the Emergency Preparedness Module available on EEC’s LMS.

## New Applicants

The following shall apply to all programs and individuals applying for a ***new*** Group and School Age license, Family Child Care license and regular or certified assistant certificates on and after June 1, 2019.

* The Program Director(s), FCC Licensee, and FCC regular and certified assistants must complete the 12 EEC Essentials training modules (listed above) online via EEC’s Learning Management System (LMS). In Family child care, all 12 EEC Essentials training modules must be completed prior to licensure.
* In group and school age programs, the Program Director(s) must ensure that all Program Staff complete all 12 EEC Essentials trainings within 60 days of hire but may not work in an unsupervised capacity until at least 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.
* The Program Director(s)/FCC Licensee must maintain a personnel record for each Program Staff member/FCC Assistant showing proof of completion of the required EEC Essentials trainings for all staff working directly with children.
* In programs offering transportation services, drivers and monitors will still be required to complete the Transportation Safety module via the LMS.
* All interns, volunteers or others that do not count toward meeting ratio requirements must complete the Emergency Preparedness Module available on EEC’s LMS.
* Prior to the issuance of a license, the Program Director(s)/FCC Licensee must complete First Aid and CPR certification and provide documentation[[2]](#footnote-2).

# Professional Development Hours

Completion of the EEC Essentials trainings via EEC’s LMS will count toward the required professional development training hours.

# Compliance

Staring October 1, 2019, EEC licensing staff will begin monitoring to ensure that the EEC Essentials Training requirements have been completed. A program’s failure to ensure that each Program Staff member/assistant working directly with children and counting in the program’s staff-child ration has completed the above trainings may result in the following:

* Upon the first violation, the program will receive technical assistance on the compliance with the EEC Essentials training requirements. The program will be notified through the technical assistance process that the completion date for program staff to fully meet the training requirements shall not exceed 3 months from the date of the provision of technical assistance.
* Subsequent violations may result in citations of non-compliances for failure to come into compliance with the EEC Essentials training requirements as set forth. The licensed program would then be required to complete a corrective action plan within 14 days documenting the program’s plan to come into compliance with the EEC Essentials training requirements.

1. The First Aid and Cardiopulmonary Resuscitation (CPR) Overview training module is not an approved First Aid or CPR Training Course and will not result in First Aid or CPR certification. This module cannot be taken in lieu of a First Aid and CPR certification. All educators will still need to complete First Aid certification within six months of employment and maintain current certification thereafter consistent with EEC regulations and policies. [↑](#footnote-ref-1)
2. There has been no change to current First Aid and CPR Training requirements. The Program Director(s) are still required to ensure at least one educator who is certified in both First Aid and CPR is present at all times when children are in care. FCC Licensees also must maintain certification and follow current licensing requirements. The First Aid and CPR certification does not count towards professional development hours. [↑](#footnote-ref-2)