

Child Care Training Course Overview

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Difference between Competency Exams and CEU Assessment:

In order to use child care training courses to meet the Department of Children and Families mandated training requirements for licensure, individuals must pass a corresponding competency exam. Information about the competency exams may be found at www.myflorida.com/childcare - select “Training Requirements” and “Competency Exams.”

In order to use child care training courses for either Staff or Director Credential Renewals, individuals must earn CEUs. In order to earn CEUs, an individual must Attend **100%** of training course (online or instructor-based), prior to completing the assessment, complete the training course evaluation/satisfaction survey, and pass the CEU Assessment for specific training course with a score of at least 80% or higher. Course attendance must be completed prior to taking the CEU Assessment. CEUs will not be earned if the CEU Assessment is completed prior to the attendance requirement being met.

For **Department of Children and Families courses**, after an individual completes a course, either online or instructor-based, a “Go to Assessment” button for the course will appear under the “Earn CEUs” button on the Child Care Training Transcript. The “Go to Assessment” button will be available for **60 days** from the date the course completes. If the assessment is not passed within the 60-day time period, the individual will lose the opportunity to earn CEUs for the specific course. Each individual will have three (3) opportunities to pass the CEU Assessment within the 60 day time period. Once a score of 80% is met, the CEUs will be issued and appear on the Child Care Training Transcript. If the assessment is not passed three (3) attempts, the individual will lose the opportunity to earn CEUs for the specific course.

For **Department of Education – Office of Early Learning courses**, the CEU Assessment is within the course rather than through the “Earn CEUs” button on the Child Care Training Transcript. In order to complete the course, an individual must pass the assessment.

Child Care Training Course Overview

Family and Part I Introductory Child Care Training Courses

Family Child Care Home Rules and Regulations (FCHR)

(6-hour: Online and Instructor-led)

This course is designed to give child care providers an overview of the state and local rules and regulations that govern registered and licensed family day care homes and large family child care homes. In addition to the Florida Statutes and Florida Administrative Code, the course includes information about the American with Disabilities Act, being a child care professional and key business practices for operators.

Child Care Facility Rules and Regulations (FACR)

(6-hour: Online and Instructor-led)

This course is designed to give child care providers an overview of the state and local rules and regulations that govern licensed child care facilities. In addition to the Florida Statutes and Florida Administrative Code, the course includes information about the American with Disabilities Act and being a child care professional.

Health, Safety and Nutrition (HSAN)

(8-hour: Online and Instructor-led)

This course is designed to assist child care professionals identify the key principles of a healthy and safe child care environment as well as provide a basic understanding of child nutrition.

Identifying and Reporting Child Abuse and Neglect (CAAN)

(4-hour: Online and Instructor-led)

This course provides child care professionals with an overview of the various types of abuse and neglect, the legal responsibility of mandatory reports, and the proper procedure for reporting abuse and neglect.

Child Growth and Development (CGAD)

(6-hour: Online and Instructor-led)

This course is intended to provide child care professionals with a basic understanding of the theories and principles of child growth and development, including the influences on child development, developmental characteristics, and the role of play in learning.

Behavioral Observation and Screening (BOAS)

(6-hour: Online and Instructor-led)

The Florida Legislature recognized the importance for child care providers to complete formal training on how to observe and screen children for possible development delays. This course will introduce caregivers to the principles and techniques used to identify children who may benefit from early interventions.

Child Care Training Course Overview

Part II Introductory Child Care Training Courses

Infant and Toddler Appropriate Practices (ITP)

(10-hour: Instructor-led)

This course is designed for child care professionals responsible for the care of children birth through 36 months. The course provides an overview of the need for quality care, stages of development, appropriate interactions, learning environments and experiences, health and safety practices, positive guidance strategies, observation and assessment, relationships with families, and quality caregivers.

Preschool Appropriate Practices (PSP)

(10-hour: Instructor-led)

This course is designed for child care professionals responsible for the care of children 3 to 5 years old. The course provides an overview of the need for quality care, stages of development, learning environments, health and safety practices, enhance development and learning, creating a positive, caring community of learners, positive guidance strategies, observation and assessment, relationships with families, and quality caregivers.

School-Age Appropriate Practices (SAP)

(10-hour: Instructor-led)

This course is designed for child care professionals responsible for the care of children 5 to 12 years old. The course provides an overview of the need for quality care, stages of development, learning environments and experiences, methods for creating a positive, caring community of learners, positive guidance strategies, observation and assessment, relationships with families, and quality caregivers.

Special Needs Appropriate Practices (SNP)

(10-hour: Online and Instructor-led)

This course is intended to help child care professionals provide care to children who have disabilities, developmental delays, or intellectual gifts. The course includes an overview of the knowledge and skills that will help providers work with children, information about support network services available, and assists providers learn how to comply with federal and state laws.

Early Literacy for Children Birth to Three (ELC)

(5-hour: Online)

This overview course on early literacy for children age birth to three contains four training modules: Introduction to Early Literacy, Language Development in Infants and Toddlers, Relationships and Environments Supporting Language Development, and Literacy Resources. This course satisfies the early literacy training requirement for child care professionals in child care facilities, family day care homes, and large family child care homes.

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Basic Guidance and Discipline (BGD)

(5-hour: Online)

This overview course on basic guidance and discipline provides caregivers with the fundamental basics of setting up an early childhood environment to support the positive guidance and discipline of children, rather than punishment. The course contains six training modules: Guidance vs. Punishment, Self-control and Composure, Developmental Milestones, Setting up Proper Environments, and the Discipline Toolbox. The Discipline Toolbox is a tool which introduces the caregiver to 20 of the most challenging yet common behaviors and provides suggestions on how to help guide children through these behaviors.

Computer Technology for Child Care Professionals (BCT)

(5-hour: Online)

This course is designed to teach child care professionals basic ways of using a computer for classroom activities and professional development. It will provide hands on experience in using computer programs for word processing tasks as well as using email and accessing the Internet for information about topics related to child care. The course contains five training modules: Benefits of Using Computers in Child Care Settings, Basic Computer Terminology, Word Processing, the Internet, and Email.

Emergent Literacy for VPK Instructors (VPK)

(5-hour: Online)

This training is appropriate for teachers, assistants, and directors, and it is open to all. An overview of emergent reading, emergent writing, oral language and communication, and environment is provided through hands-on activities to assist in understanding the concepts. Participants also learn about creative activities to be used in the classroom. VPK Standards training is a prerequisite. This course satisfies the early literacy training requirement for child care professionals in child care facilities, family day care homes, and large family child care homes.

Early Childhood Computer Learning Centers (CLC)

(5-hour: Online)

This course is designed to provide child care professionals with information regarding computer learning centers. This course includes an overview of the benefits of computer learning centers, creating computer learning centers, software selection, integrating computers into teaching strategies and best practice suggestions.

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Child Care In-service Training Courses

Guide to Record Keeping (GRK)

(3-hour: Online)

This course includes an overview of the records required in child care programs. In addition to outlining the records required to operate a child care program, the course provides best practices on how to track required records and organize them to be in compliance with child care licensure. The course includes tips from actual child care facility and family child care home professionals.

Train-the-Trainer (TTT)

(6-hour: Instructor-led)

The Train the Trainer course introduces innovative training techniques which address the specific characteristics of adult learners attending child care training and poses realistic training challenges new trainers will face. Beyond group discussions and questioning techniques, participants will gain insight and hands-on experience with other strategies such as role plays, motivation activities and adult learning centers. Finally, the module describes the purpose and procedures for conducting an effective child care training program.

Fire Safety and Emergency Preparedness (FEP)

(4-hour: Online)

This training provides child care professionals with information and best practices about fire safety and emergency preparedness to ensure the safety of the children in their care at all times. The course includes how to plan, prepare, and respond to a variety of emergencies and disasters including fires, floods, extreme weather, chemical spills, and hostile encounters.

Standards for Quality Afterschool Programs (SQAP)

(8-hour: Online)

The *Standards for Quality Afterschool Programs*, developed in conjunction with the Florida Afterschool Network, provides afterschool staff and administrators with standards and best practices that will assist them in achieving quality afterschool programming.

Note: In addition to in-service training, this course may be used to meet part of the 12-hour optional training requirement for staff working with school-age children as outlined in section 65C-22.008(4)(d), of Florida Administrative Code. This course **cannot** be used to meet the Child Care Facility or Large Family Child Care Home Part II mandated training requirement.

Child Care Training Course Overview

Department of Education – Office of Early Learning Courses

English Language Learning in the VPK Classroom (VELL)

(5-hour: Online)

This training is appropriate for teachers, assistants, directors, and others who work with children who are English language learners. The course includes identifying characteristics of young children who are English language learners, the roles of culture and family in learning a second language, effective practices used by teachers of English language learners. Additionally topics include the role of the classroom environment, classroom management strategies, explanation of the need for purposeful planning and instructional strategies.

VPK Director Credential (DVPK)

(5-hour: Online)

This training is one of the requirements to earn a VPK Director Credential Endorsement. The course is comprised of three units: VPK Organizational Leadership and Management, Education Programming, and VPK Policies, Procedures, and Accountability. The course examines the importance of maintaining a balance between management and leadership in a VPK setting.

Emergent Literacy in the VPK Classroom (VPEL)

(10-hour: Instructor-led)

This training is appropriate for teachers, assistants, and directors, and it is open to all. An overview of emergent reading, emergent writing, oral language and communication, and environment is provided through hands-on activities to assist in understanding the concepts. Participants also learn about creative activities to be used in the classroom. Standards training is a prerequisite.

Emergent Literacy Train-the-Trainer (VELT)

(19-hour: Instructor-led)

The Emergent Literacy Train-the-Trainer prepares participants to facilitate two DOE-approved trainings: Emergent Literacy in the VPK Classroom and Integrating the Standards: Phonological Awareness. Experienced trainers take participants through each training in real-time, allowing for debriefing and discussion periodically through each training day. Participants are requested to bring a copy of the 2008 Standards book to this class.

Florida Voluntary Prekindergarten (VPK) Education Standards (VPKS)

(3-hour: Instructor-led)

This training provides an overview of the VPK Standards (guidelines that describe skills four-year-old children should know and be able to do by the end of the VPK year) and examples of developmentally appropriate instructional techniques for four-year old children. The overview addresses specific changes from the 2005 Standards through video clips, a PowerPoint presentation, and hands-on activities to illustrate the VPK Standards and changes.

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Florida Voluntary Prekindergarten (VPK) Education Standards Train-the-Trainer (VPST)

(4-hour: Instructor-led)

This training is provided to DOE/OEL-approved Standards trainers. Participants are provided with helpful training management tips on how to properly prepare for the training and an overview on how to properly present the VPK Standards to providers and teachers participating in the VPK program. Participants are requested to bring a copy of the 2008 Standards book to this class.

Integrating the VPK Standards: Phonological Awareness (VPIS)

(2-hour: Instructor-led)

This training is appropriate for teachers, assistants, and directors, and it is open to all. Participants have an opportunity to create a developmentally appropriate activity, related to a benchmark in phonological awareness, to be implemented in the classroom. Emphasis is on planning and implementation. Standards training is a prerequisite. Participants are requested to bring a copy of the 2008 Standards book to this class.

Integrating the VPK Standards: Phonological Awareness Practicum (VISP)

(3-hour: Instructor-led)

This self paced participant activity is a supplement to the Integrating the Standards: Phonological Awareness course. Participants who complete the course are encouraged to complete a practicum consisting of practical work related to applying the principles of phonological awareness in the VPK classroom including teacher self-reflection and documentation of the activity.

What Parents Should Know – It's Okay to Play in VPK! Director Training (VOKT)

(2-hour: Instructor-led)

This training is appropriate and strongly recommended for all Directors who operate a VPK program. Participants are provided with helpful training management tips on how to properly prepare for the training and an overview on how to properly present the VPK Standards to parents/guardians of four-year-old children participating in the VPK program.

What's New: Florida Voluntary Prekindergarten (VPK) Education Standards 2008 (VPSN)

(2-hour: Instructor-led)

This training is designed for participants who have already completed the basic VPK Education Standards training. Provides overview of specific changes from the 2005 Standards to the 2008 Standards. Features video clips, a PowerPoint presentation, and hands-on activities to illustrate Standards and changes.