

## Frequently Asked Questions About Health and Safety Requirements

<p><b>Who has to take the child development training and 11 health and safety topics?</b></p>	<ul style="list-style-type: none"> <li>• ALL center directors, site coordinators, or site directors and all other child care personnel providing supervision of children or required to meet staff to child ratios.</li> <li>• ALL current license-exempt providers and staff enrolled with DHHS.</li> </ul>
<p><b>When do I need to have the health and safety training topics completed?</b></p>	<ul style="list-style-type: none"> <li>• ALL center directors, site coordinators, or site directors, and all child care personnel providing supervision of children required to meet staff to child ratios currently working in licensed child care programs must complete and have documentation of the required trainings on file no later than <b>September 30, 2017</b>.</li> <li>• ALL license-exempt providers and staff currently enrolled with DHHS must complete and have documentation of the required trainings on file and uploaded to the NH Professional Registry no later than <b>September 30, 2017</b>.</li> </ul> <p>Starting October 1, 2017, all new staff must complete the trainings and have documentation on file within 90 calendar days of hire, except:</p> <ul style="list-style-type: none"> <li>• Programs operating less than 4 months per year must have staff complete training within 2 weeks of hire.</li> <li>• New license-exempt providers and staff must complete the training prior to enrollment with DHHS.</li> </ul>
<p><b>Where are these trainings being offered?</b></p>	<p>On June 1, 2017, the NH DHHS/DCYF/Child Development Bureau will offer a free web-based NH Health &amp; Safety Program. The link to the training will be available at <a href="http://www.nh.childcareaware.org">www.nh.childcareaware.org</a> or <a href="http://www.acrossnh.org">www.acrossnh.org</a></p>
<p><b>When will CCLU begin monitoring child care personnel files looking for documentation of completion of the 11 health and safety topics and child development?</b></p>	<p>October 1, 2017</p>
<p><b>How will I provide proof I have completed all the required training topics?</b></p>	<p>A certificate of completion for each training topic must be kept in your personnel file. All license-exempt providers must upload the certificates to the <a href="#">NH Professional Registry</a>.</p>

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<p><b>What are the required trainings?</b></p>	<p>The 11 health and safety topics are:</p> <ul style="list-style-type: none"> <li>• Prevention and control of infectious disease</li> <li>• Prevention of SIDS and use of safe sleep practices</li> <li>• Medication administration</li> <li>• Prevention of and response to emergencies due to food and other allergic reactions</li> <li>• Building and safety of physical premises, including identification of and protection from hazards that cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic</li> <li>• Prevention of shaken baby syndrome and abusive head trauma</li> <li>• Emergency preparedness and response planning</li> <li>• Handling and storage of hazardous materials and the appropriate disposal of bio contaminants</li> <li>• Appropriate precautions in transporting children</li> <li>• Recognition and reporting of child abuse and neglect</li> <li>• First aid and CPR</li> </ul> <p>Additional training required:</p> <ul style="list-style-type: none"> <li>• Child development**</li> </ul>
<p><b>Are there any trainings I am exempt from taking?</b></p>	<p>Child care personnel employed in programs which are NOT licensed to care for children younger than 18 months do not need to complete:</p> <ul style="list-style-type: none"> <li>• Prevention of sudden infant death syndrome and use of safe sleep practices; or</li> <li>• Prevention of shaken baby syndrome and abusive head trauma.</li> </ul> <p>Child care personnel employed in programs that do not provide transportation or accompany children during transportation do not need to complete:</p> <ul style="list-style-type: none"> <li>• Precautions in transporting children</li> </ul> <p>**Individuals who have completed a college course in child development or human development will meet the requirement for child development, provided they have their college transcript on file.</p>
<p><b>What if I already have taken one of the health and safety training topics?</b></p>	<p>A copy of a certificate of training documenting that you have completed the training topic must be kept in your personnel file. All license-exempt providers must also upload the certificate of completion to their NH Professional Registry account.</p>

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<b>If I took health, safety and nutrition in college does it count?</b>	Yes, if a certificate detailing the completion of each topic was provided.
<b>How long is the training good for?</b>	Medication administration must be taken every 3 years. First aid and CPR expire. You will need to note the expiration date on your certification card and ensure you retake the trainings in a timely manner. The remaining training topics have no expiration.
<b>Do I have to take health and safety training every year?</b>	<ul style="list-style-type: none"> <li>• If you are working in a licensed program, 6 of your required 24 hours of annual professional development training must be taken in any of the health and safety topics.</li> </ul> <p>The only exceptions are:</p> <ul style="list-style-type: none"> <li>• Assistant teachers, group leaders, assistant group leaders, family child care workers, and family child care assistants who work fewer than 25 hours per week must obtain 12 hours of professional development annually, with a minimum of 3 hours in any of the health and safety areas;</li> <li>• Child care personnel attending high school or college full time shall obtain 3 hours of professional development annually in health and safety; or</li> <li>• For license-exempt providers and staff enrolled with DHHS, 2 of the 4 required annual professional development hours must be taken in any of the health and safety topics.</li> </ul>
<b>Where can I find the link to the web-based NH Health &amp; Safety Training Program?</b>	On June 1, 2017, the link will be available at <a href="http://www.nh.childcareaware.org">www.nh.childcareaware.org</a> or <a href="http://www.acrossnh.org">www.acrossnh.org</a>
<b>How many hours is the web-based NH Health &amp; Safety Training Program?</b>	An individual will be awarded 9 hours of professional development if all trainings are completed. The training program is self-paced and individuals are able to choose in which training topic to enroll.
<b>Will the web-based NH Health &amp; Safety Training Program count towards the required professional development hours?</b>	Yes.
<b>Will first aid and CPR be part of the web-based NH Health &amp; Safety Training Program?</b>	No, to find a first aid and CPR trainer go to <a href="http://www.nh.childcareaware.org">www.nh.childcareaware.org</a> and click on provider resources.

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<b>Can I present the web-based NH Health &amp; Safety Training Program to my whole staff at once?</b>	<p>While the staff may be together in a space, these courses are designed for individual use with interactive learning elements and online post-tests, so each individual will need to:</p> <ul style="list-style-type: none"><li>• Create their own online training accounts using their unique email addresses</li><li>• Enroll in the course using their unique log-ins</li><li>• Have their own electronic devices (e.g., laptop or tablet) on which to take the course</li><li>• Complete the course post-test and evaluation</li><li>• Obtain the course certificate</li></ul>
<b>Can staff take the training together?</b>	<p>While the staff may be together in a space, these courses are designed for individual use with interactive learning elements and online post-tests, so each individual will need to:</p> <ul style="list-style-type: none"><li>• Create their own online training accounts using their unique email addresses</li><li>• Enroll in the course using their unique log-ins</li><li>• Have their own electronic devices (e.g., laptop or tablet) on which to take the course</li><li>• Complete the course post-test and evaluation</li><li>• Obtain the course certificate</li></ul>
<b>What if I lose my certificate?</b>	<p>The training certificates will be available through your individual online account for a period of at least five years. We also suggest uploading all certificates to the NH Professional Registry and keeping a personal copy.</p>