

Criteria for Meeting 10-Hour Training Requirement



For Registered Family Child Care Providers

Renewal Applications

At least **ten** hours of training are **required** for renewal of a registered family child care license. The training must be taken during the two years preceding the renewal date. Applications should be submitted more than 30 days before the license expiration date to be considered timely. Training certificates do not need to be sent with the renewal application- see below for information on sending training documentation to ORO.

Re-Open Applications

Ten hours of training are **required** for the re-open of a registered family child care license. The 10-hour requirement will be prorated if the most recent license period was less than two years. See chart on page 2.

Training Subject Matter

Training must be related to the Core Knowledge Categories in the Oregon Registry in order to count toward the 10-hour training requirement. These categories are:

Child Development

- Diversity (DIV)
- Families & Community Systems (FCS)
- Human Growth and Development (HGD)
- Health, Safety and Nutrition (**HSN**)*
- Learning Environments & Curriculum (LEC)
- Observation and Assessment (OA)
- Special Needs (SN)
- Understanding & Guiding Behavior (UGB)

***Note:** HSN is identified as “Child Development” except for the required safety set trainings (Recognizing and Reporting Child Abuse and Neglect, CPR, First Aid and Food Handlers). These will show up in the “Other” category on your OCC Staff Qualifications and Training Log.

Other

- Personal Professional & Leadership Development (PPLD)
- Program Management (PM)

Clarification

At least six clock hours of the 10 hours of training must be related to child development, and a minimum of 1 hour from HSN must be taken each calendar year. Full Descriptions of standards related to the Core Knowledge Categories can be found at: <https://www.pdx.edu/education-career-development/oregon-registry-educators>. Look for core knowledge category definitions or core knowledge categories.

The required 10-hours of training is **in addition to** the other training specifically required for a registered family child care license, i.e. First Aid, Infant/Child CPR, Oregon Food Handler’s, Recognizing and Reporting Child Abuse and Neglect, Introduction to Child Care Health and Safety, and OCC approved safe sleep training.

Ways to Meet the Training Requirement

The training requirements can be met in a variety of ways. These include, but are not limited to: workshops, college courses, Child Care Resource and Referral (CCR&R) classes, online courses, correspondence courses, conferences, and at-home training such as Care Courses. For training availability and other training resources, please visit the ORO Training Calendar at www.oregonchildcaretraining.org.

Methods of Training

Training obtained in a classroom setting gives the provider the added experience of discussing ideas with other professionals and an instructor. Therefore, the Office of Child Care strongly recommends that some of your training hours be obtained in a classroom setting. If you do not utilize classroom training as part of the 10 hours of training, the Office of Child Care recommends you obtain your training in at least two different ways. Contact your local CCR&R for a complete listing of classes available in your area.

Documentation of Training

Evidence of the training must be in the form of documentation such as a certificate, unofficial college transcript, or letter issued on the organization's letterhead by the organization that sponsored the training. It must include all of the following:

- Name of the family child care provider who received the training.
- Date(s) of the training.
- Number of hours of training in which the provider participated. (If the topic is broad and only a portion of the content relates to child care, provide details that will help clarify what portion of the training was relevant to child care. All training must be at least one hour)
- Name of the Trainer and/or the name of the organization providing the training (provide additional details if the name is not self-explanatory, such as IS Services: business management training.
- Title and/or topic of the training that clearly links to a core knowledge category. If the name of the training is not specific enough to convey the nature of the subject matter covered, additional information must be provided. The additional information can be in the form of a course description, outline, agenda, syllabus, etc.

Oregon Registry Online (ORO)

ORO verifies whether training meets the requirements for licensing with the OCC. **All individuals who need to document training hours must do so by submitting the training documentation to ORO. An individual can submit training by uploading photos of training documents to their ORO account or mailing the documents.** For information about your ORO account and how to upload training to your account watch this video:

<https://www.youtube.com/watch?v=E5LMisE9daY&t=53s>.

If you chose to mail your documents, you must include an ORO training coversheet with your documents so your training is added to your account. Make copies of the ORO training coversheet in your renewal packet or get blank forms here: <https://oregonearlylearning.com/news-resources/resource-library/> (look in the Oregon Registry Online section).

Mail the coversheet and copies of training certificates to:

**Portland State University –
OCCD Oregon Registry Online
PO Box 751 Portland OR 97207-0751**

ORO processing can take 45-60 days. OCC staff cannot verify that specific trainings will count toward the annual requirements. **Whenever possible, please submit your training to ORO at least 60 days before your license renewal.** This will help ensure all training has been verified prior to your renewal visit.

Note: Training taken from the local CCR&R agency is automatically entered into your ORO account and you will not need to submit the documentation yourself. Training does not have to be completely processed in ORO before submitting your renewal application to OCC.

Prorated Training Requirements for Re-Open Applications

| Prior Licensing Period | Hours of Training Required |
|------------------------|----------------------------|
| Up to 6 Months | 0 |
| 6 to 12 Months | 2.5 |
| 12 to 18 Months | 5 |
| 18 to 24 Months | 7.5 |
| 24 Months | 10 |

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.