



Licensing Training Requirements for Child Care Workers

Certified Child Care Center (CC)

Recognizing and reporting child care abuse and neglect specific to Oregon, cardiopulmonary resuscitation (CPR) within first 90 days.

Oregon food handler's and Introduction to Child Care Health and Safety (ICCHS) within 30 days.

Position	RRCAN	Food Handler	First Aid	CPR	Orientation	ICCHS	Ongoing Training Hours	Comments
Director	B	A	B	B	Yes	Yes	15	See "B" on reverse
Head Teacher	Yes	A	Yes	Yes	Yes	Yes	15	See "A" on reverse
Teacher	Yes	A	Yes	Yes	Yes	Yes	15	See "A" on reverse
Substitute Teacher		A			Yes	Yes		See "A" on reverse
Aide 1		A			Yes	Recommended		See "A" on reverse
Aide 2		A	Yes	Yes	Yes	Yes		See "A" on reverse
Cook		Yes			Yes			
Driver					Yes			Refer to OAR 414-300-0350(5)(c)
Volunteer					Yes			Meet the training requirements for the position they are filling.
Site Coordinator		A			Yes	Yes	C	See "A" and "C" on reverse
Site Director/Supervisor	C	A	C	C	Yes	Yes	C	See "A" and "C" on reverse

Certified Family Child Care Homes (CF)

Recognizing and reporting child care abuse and neglect specific to Oregon, first aid, infant and child cardiopulmonary resuscitation (CPR), Oregon food handler's and Introduction to Child Care Health and Safety (ICCHS) prior to licensing

Position	RRCAN	Food Handler	First Aid	CPR	Orientation	ICCHS	Ongoing Training Hours	Comments
CF Provider	Yes	Yes	Yes	Yes		Yes	15	
CF Provider more than 2 infants	Yes	Yes	Yes	Yes		Yes	15	30 clock hours of training specific to infant and toddlers.
CF Provider more than 4 infants	Yes	Yes	Yes	Yes		Yes	15	50 total clock hours specific to infants and toddlers. In addition one other caregiver must have 30 clock hours of training specific to infant and toddler training.
Assistant 1		D			Yes	Recommended		See "D" on reverse
Assistant 2	E	D	Yes	Yes	Yes	Yes	15	See "D" on reverse
CF Substitute Provider	E	D	Yes	Yes	Yes	Yes	F	See "E" and "F" on reverse

See reverse for Registered Family Child Care Requirements and letter descriptions.

This is a reference guide for interpreting training requirements. Consult Office of Child Care Rules for comprehensive details.

Registered Family Child Care Homes (RF)

Recognizing and reporting child care abuse and neglect specific to Oregon, first aid, infant and child cardiopulmonary resuscitation (CPR), Oregon food handler's and Introduction to Child Care Health and Safety (ICCHS) prior to licensing

Position	RRCAN	Food Handler	First Aid	CPR	Orientation	ICCHS	Ongoing Training Hours	Comments
RF Provider	Yes	Yes	Yes	Yes	Yes	Yes	10	
RF Substitute Provider		D	Yes	Yes		Yes		Refer to OAR 414-205-0040(8)

A. Food handler certification is required:

- ✓ For key people, including cooks, kitchen staff who handle food, and classroom staff who serve meals from a communal source.
- ✓ If facilities serve milk at meals
- ✓ If staff work with putting away leftovers.
- ✓ In centers, within 30 days of hire.
- ✓ In registered and certified family care, before licensing.

B. Directors are required to have first aid, CPR, food handlers and recognizing and reporting child abuse and neglect:

- ✓ If the director serves as a head teacher or teacher for any of the age groups and or rooms.
- ✓ If the director provides transportation and no other adult in the vehicle has the training.

C. Site coordinator, Site director/Supervisor will need training:

- ✓ If these staff work as head teacher or teacher.

D. CF Assistant 1 and 2, staff and CF/RF substitute providers must have food handler's certification:

- ✓ If they act as a substitute provider and/or;
- ✓ If they prepare or serve food in any way.

E. CF Substitute Provider must have recognizing and reporting child abuse and neglect:

- ✓ If the home is certified for more than 12.

F. CF Substitute Provider must complete 15 hours of ongoing training.

- ✓ If they work more than 20 hours/year in the Certified Family Home.

PRORATED TRAINING

Certified Child Care Center & Certified Family Child Care Home

If an individual has worked in the facility less than a year, the training requirements will be prorated as follows: At least 1.25 clock hours for each month worked in the current license period.

Registered Family Child Care Homes

If the individual was previously licensed for less than two years, the training requirements will be prorated as follows: 2.5 hours of training for each six months of the previous license period. Refer to OAR 414-205-0055(3)(c).