

RULE GUIDANCE

Infant/Toddler Training Hours



GUIDANCE TOPIC

Prior to a Certified Family child care facility providing care to more than two children under 24 months of age, additional training specific to infant and toddler care is required.

LICENSE TYPE AND RULES

Certified Family Child Care (CF)

OAR 414-350-0100 (4)

OAR 414-350-0120 (6)(7)

WHY THESE RULES ARE IN PLACE

Group care for infants requires specific knowledge of the age group, and the ability to set up a safe and developmentally appropriate environment. Oregon child care rules require that Certified Family Child Care Providers **and the caregivers** who care for infants and toddlers need additional training specific to infant and toddler care.

Required training must be completed prior to caring for more than two children under 24 months at one time. **This training is a one-time requirement and does not need to be completed annually.**

HOW THIS MAY LOOK IN YOUR PROGRAM

Number of children under 24 months in care	Position	Required training hours specific to infants and toddlers
2 or less	None	N/A
More than 2 under 24 months	Provider	30 hours
More than 4 children under 24 months	Provider	An additional 20 hours (50 hours total)
More than 4 children under 24 months	At least one caregiver other than the provider	30 hours

If the assistant that meets the training requirement quits, a plan, approved by the licensing specialist, can be developed addressing the training needs. An exception may also be an option.

ADDITIONAL INFORMATION

How does OCC determine the number of training hours specific to infant and toddler care?

The training certificate will often have the ages of development reviewed in the content. These ages can also be assigned when the Oregon Registry Online (ORO) verifies the training. If the training is only applicable to infants and toddlers, all of the hours in the training will apply to the number required. When a training covers 3 age groups, the number of hours would be divided by 3.

Here are some examples of how to determine the number of training hours specific to infant and toddler care from a specific training:

Title: Creating Learning Environments that Rock!
Duration: 3 hours
Age Group: Infants/Toddlers, Preschoolers, and School

Since this class covered 3 age groups, the number of hours would be divided by 3. Therefore, 1 hour counts as training specific to infant and toddler care.

Title: Creating Learning Environments that Rock!
Duration: 3 hours
Age Group: Infants/Toddlers and Preschoolers

Since this class covers 2 age groups, the hours would be divided by 2, therefore 1.5 hours are counted as specific to infant and toddler care.

Title: Creating Learning Environments that Rock!
Duration: 3 hours
Age Group: Infants/Toddlers

This class is 3 hours of training specific to infant and toddler care.

Title: How to Deal with Toddler Negativity
Duration: 2 hours
Age Group: N/A
CKC: UGB

This class is 2 hours of training specific to I/T care even though it's not called out on the certificate.

Some Oregon Standardized trainings include infant/toddler components. CARES courses and online classes may count, as well as many college classes. The licensing specialist will review the training certificate or class content through an agenda or syllabus to ensure that the topic of infant and toddler development is a focus.

OCC LICENSING SPECIALIST MAY REVIEW

The LS will review training certificates, ORO statements, college transcripts and additional documentation to determine the number of hours of I/T training that has been completed. Training does not expire, so any training the individual has appropriate documentation for may be considered.

Documentation of specific infant/toddler training hours must be maintained in the employee file. Verification of the additional training in I/T care only needs to be completed one time.

OPTIONAL RESOURCES

Oregon Registry Online, <http://www.my.oregonregistryonline.org>

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Division 350 [Certified Family Child Care Homes](#).

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.

Original Issue Date: Aug 2022

Updated: N/A
