

OCFP Office of Child and Family Policy	Department of Children and Family Services	
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	Key Words: 89 IAC 406, Licensing Standards for Day Care Homes, 89 IAC 408, Licensing Standards for Group Day Care Homes, Training Certificate, In-service Training.	
Approved by:		

Interpretation

Question: Who is to sign the training certificate/documentation when in-service training is provided to day care home or group day care home licensees and staff?

Applicable To: Day Care Homes

Policy Citation: Section 406.9 Characteristics and Qualifications of the Day Care Family.

- o) The caregivers shall complete 15 clock hours of in-service training per calendar year in accordance with the requirements in Appendix D.
 - 1) Such training may be derived from programs offered by any of the entities identified in Appendix D.
 - 2) Courses or workshops to meet this requirement include, but are not limited to, those listed in Appendix D.
 - 3) The records of the day care home shall document the training in which the caregiver has participated, and these records shall be available for review by the Department.

(Source: Amended at 25 Ill. Reg., effective April 1, 2001)

Section 408.45 Caregivers

- f) The caregivers shall complete 15 clock hours of in-service training per calendar year in accordance with the requirements in Appendix G.

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- 1) Such training may be derived from programs offered by any of the entities identified in Appendix G.
 - 2) Courses or workshops to meet this requirement include, but are not limited to, those listed in Appendix G.
- g) The records of the group day care home shall document the continuing education in which the caregiver has participated, and these records shall be available for review by the Department.

(Source: Amended at 25 Ill. Reg., effective April 1, 2001)

Discussion:

Department Rule 406, appendix D, and Department Rule 408, appendix G do not specify who must sign the documentation that the training occurred and that the day care home staff attended such training. It is acceptable to have the instructor, speaker or the president of the organization that sponsored the training sign the certificate of completion, attesting to the participation of the day care home staff in the in-service training and the training hours completed.

For self-study materials, the child care resource and referral (CCR&R) agency must sign and provide documentation of completion and the number of training hours. For internet home study programs, the internet site must provide the documentation.

Response:

For day care home or group day care licensees and staff attending in-service training, the training instructor, speaker or president of the child care organization sponsoring the training, may sign the documentation of completion. The (CCR&R) agency must sign and provide documentation of completion for self-study materials, and the Internet site must provide documentation for home study programs.