

Health And Safety Training Cover Sheet for: (select one)

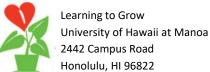
Legally Exempt Center-Based Providers Legally Exempt Home-Based Providers

- This cover sheet must be submitted with any copies of certificates and/or college transcripts for credit towards meeting the annual on-going Health And Safety Training requirements, via mail.
- One (1) coversheet may be used for multiple documents submitted all together.
- It is the sender's responsibility to ensure that their proof of completion of on-going training is submitted correctly to be counted toward the required hours of on-going training.

Please print clearly

SECTION A: PERSONAL INFORMATION				
Legal Name: Last:	First	:	M.I.:	
Last 4-digits of Social Security No:	Date of Birth	i:	Registry ID no.:	
Contact no.:	Email Address (option	onal):		
SECTION B: DOCUMENTATION				
For credit towards on-going Health & Safety	• ,	at apply):		
Fully Completed Health & Safety Train	ing Cover sheet			
For each non-credit bearing training c	ompleted, a copy of a	a certificate issued from the f	raining organization or trainer for	
each training, with the following requ	ired information:			
 Name of the training; 				
 Organization/source providing t 	he training;			
 Date of the training; 				
Number of training hours comp	leted;			
Name of the trainee; and				
 Name and signature of the train 	ier, when applicable.			
For any credit bearing college courses		•	are, child development or early	
childhood education that the individu	ial has completed wit	thin the annual period.		
Training Topics completed for the attached (Certificates and/or of	ficial college transcript are fr	om the following approved topic	
areas (check all that apply):	·		5	
**-1				
	no minimum amoun Hrs taken	t of time required per trainin	ıg *↑ Hrs taken	
		Community recourses	nrs taken	
Physical care of the young child;		Community resources;		
☐ Care of the sick child; ☐ Child nutrition;		Prevention of child maltreatr		
_		First aid and child cardiopuln	ionary resuscitation;	
Child growth and development;		Health and safety;		
Children with special needs;		Child care business or progra	m management;	
Learning activities and play;		Physical environment;		
Family engagement;		Safe sleep training [if permiti		
Managing challenging behaviors;		children less than one (1) yea	ar of age]	

SEND COMPLETED COVERSHEET AND ATTACHMENTS TO:



For assistance, please contact Learning to Grow at (808) 462-4700

DIRECTIONS

- 1. Read the information at the top of the cover sheet.
- 2. Print legibly and fully complete Section A.
- 3. Complete Section B accurately to identify the documents for submission.
- 4. Mail completed coversheet and supporting attachments to Learning to Grow (see cover sheet).

BASIC QUESTIONS & ANSWERS

Question: Answer: Who is required to complete annual Health & Safety Training and how many hours of training are required? Legally exempt providers are required to complete annual Health & Safety Training.

8 hours of training required	Directors, teachers, assistant teachers, aides, lead caregivers, caregivers, program leaders, assistant program leaders, substitutes at centers and group homes.
8 hours of training required	Volunteers who serve ten (10) hours or more per week.

Question: Answer: Why must I submit my certificates and/or official college bearing credits to Learning to Grow? Learning to Grow, through a contract with the Department of Human (DHS) tracks the progress of providers in meeting the annual training requirements.

Question:

How do I meet the annual training requirements?

Answer:

On-going training of eight (8) hours must be completed within a specified twelve (12) month period and annually thereafter. On-going training shall be in <u>at least two (2)</u> of the approved topic areas. To be counted toward the required hours of on-going training, the individual must provide (a) or (b):

- (a) For each non-credit bearing training completed, a copy of a certificate issued from the training organization or trainer for each training, with the following required information:
 - 1. Name of the training;
 - 2. Organization/source providing the training;
 - 3. Date of the training;
 - 4. Number of training hours completed;
 - 5. Name of the trainee; and
 - 6. Name and signature of the trainer, when applicable
- (b) A copy of a college transcript for any credit-bearing college courses relevant to child care, child development or early childhood education that the individual has completed within the annual period.

Question:

Answer:

What happens after I submit my proof of completion of on-going training to Learning to Grow? For providers who correctly submit their proof of completion of on-going training, Learning to Grow will process their submission without any further contact to the Provider. Learning to Grow will follow-up on incomplete submissions. If Learning to Grow is not able to contact the sender of the incomplete submission, Learning to Grow will disregard the submission.

Question:

Who do I contact if I want to follow-up on my submission and/or get an update on my Health & Safety Training progress?

Answer:

You may contact Learning to Grow at (808) 462-4700.