



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:	Registry ID no.:	
Contact no.:	Email Address (optional):		
SECTION B: DOCUMENTATION			
For credit towards on-going Health & Safety training (check all that apply):			
<input type="checkbox"/> Fully Completed Health & Safety Training Cover sheet			
<input type="checkbox"/> 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:			
<ul style="list-style-type: none"> • Name of the training; • Organization/source providing the training; • Date of the training; • Number of training hours completed; • Name of the trainee; and • Name and signature of the trainer, when applicable. 			
<input type="checkbox"/> For any credit bearing college courses, a copy of a college transcript relevant to child care, child development or early childhood education that the individual has completed within the annual period.			
Training Topics completed for the attached Certificates and/or official college transcript are from the following approved topic areas (check all that apply):			
** There is no minimum amount of time required per training **			
<input type="checkbox"/> Physical care of the young child;	Hrs taken	<input type="checkbox"/> Community resources;	Hrs taken
<input type="checkbox"/> Care of the sick child;	_____	<input type="checkbox"/> Prevention of child maltreatment and abuse;	_____
<input type="checkbox"/> Child nutrition;	_____	<input type="checkbox"/> First aid and child cardiopulmonary resuscitation;	_____
<input type="checkbox"/> Child growth and development;	_____	<input type="checkbox"/> Health and safety;	_____
<input type="checkbox"/> Children with special needs;	_____	<input type="checkbox"/> Child care business or program management;	_____
<input type="checkbox"/> Learning activities and play;	_____	<input type="checkbox"/> Physical environment;	_____
<input type="checkbox"/> Family engagement;	_____	<input type="checkbox"/> Safe sleep training [if permitted to care for children less than one (1) year of age]	_____
<input type="checkbox"/> Managing challenging behaviors;	_____		

SEND COMPLETED COVERSHEET AND ATTACHMENTS TO:



Learning to Grow
 University of Hawaii at Manoa
 2442 Campus Road
 Honolulu, HI 96822

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: Who is required to complete annual Health & Safety Training and how many hours of training are required?

Answer: 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: Why must I submit my certificates and/or official college bearing credits to Learning to Grow?

Answer: 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 at least two (2) 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: What happens after I submit my proof of completion of on-going training to Learning to Grow?

Answer: 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.