

**441—109.7 (237A) Professional growth and development.** The center director, on-site supervisor, and staff counted as part of the staff ratio shall meet the following minimum staff training requirements:

**109.7(1) Required training within the first three months of employment.** During their first three months of employment, all staff shall receive the following training:

*a.* Two hours of Iowa's training for mandatory reporting of child abuse.  
*b.* At least one hour of training regarding universal precautions and infectious disease control.  
*c.* Certification in American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.

*d.* Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization, including the American Red Cross, American Heart Association, the National Safety Council, the American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.

*e.* Minimum health and safety trainings, approved by the department, in the following areas and every five years thereafter:

- (1) Prevention and control of infectious disease, including immunizations.
- (2) Prevention of sudden infant death syndrome and use of safe sleep practices.
- (3) Administration of medication, consistent with standards for parental consent.
- (4) Prevention of and response to emergencies due to food and allergic reactions.
- (5) Building and physical-premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
- (6) Prevention of shaken baby syndrome and abusive head trauma.
- (7) Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event.
- (8) Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.
- (9) Precautions in transporting children.

Minimum health and safety training may be required prior to the five-year period if content has significant changes which warrant that the training be renewed.

**109.7(2) Center directors and all staff.**

*a.* During their first year of employment, all center directors and all staff shall receive the following training:

- (1) Ten contact hours of training from one or more of the following content areas:
  1. Planning a safe, healthy learning environment (includes nutrition).
  2. Steps to advance children's physical and intellectual development.
  3. Positive ways to support children's social and emotional development (includes guidance and discipline).
  4. Strategies to establish productive relationships with families (includes communication skills and cross-cultural competence).
  5. Strategies to manage an effective program operation (includes business practices).
  6. Maintaining a commitment to professionalism.
  7. Observing and recording children's behavior.
  8. Principles of child growth and development.

(2) Training received for cardiopulmonary resuscitation (CPR), first aid, mandatory reporting of child abuse, and universal precautions shall not count toward the ten contact hours. A provider shall not

use a specific training or class to meet minimum continuing education requirements more than one time every five years.

(3) Staff who have completed a comprehensive training package of at least ten contact hours offered through a child care resource and referral agency or community college within six months prior to initial employment shall have the first year's ten contact hours of training waived.

*b.* Following their first year of employment, all center directors and all staff shall:

(1) Maintain current certification for Iowa's training for the mandatory reporting of child abuse; infant, child and adult CPR; and infant, child and adult first aid.

(2) Receive six contact hours of training annually from one or more of the content areas listed in subparagraph 109.7(2) "a"(1). A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years.

(3) Center directors and on-site supervisors shall receive eight contact hours of training annually from one or more of the content areas listed in subparagraph 109.7(2) "a"(1).

*c.* Initial training obtained as identified in paragraph 109.7(1) "e" may be counted toward annual training hours during the year of employment in which the training is taken.

*d.* Training identified in paragraph 109.7(1) "e" shall not count towards annual professional development more than once.

**109.7(3)** *Staff employed in centers that operate summer-only programs.* During their first three months of employment, all staff shall receive the following training:

*a.* Two hours of Iowa's training for mandatory reporting of child abuse.

*b.* At least one hour of training regarding universal precautions and infectious disease control.

*c.* Certification in American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.

*d.* Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization, including the American Red Cross, American Heart Association, the National Safety Council, the American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.

*e.* Minimum health and safety trainings, approved by the department, in the following areas:

(1) Prevention and control of infectious disease, including immunizations.

(2) Prevention of sudden infant death syndrome and use of safe sleep practices.

(3) Administration of medication, consistent with standards for parental consent.

(4) Prevention of and response to emergencies due to food and allergic reactions.

(5) Building and physical-premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.

(6) Prevention of shaken baby syndrome and abusive head trauma.

(7) Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event.

(8) Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.

(9) Precautions in transporting children.

**109.7(4)** *Training plans.* Training shall supplement the educational and experience requirements in rule 441—109.6(237A) and shall enhance the staff's skill in working with the developmental and cultural characteristics of the children served.

**109.7(5)** *Substitution.* A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC),

ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training.

**109.7(6) *Approved training.***

*a.* The training must be conducted by a trainer who is employed by or under contract with one of the following entities or who uses curriculum or training materials developed or obtained with the written permission of one of the following entities:

- (1) An accredited university or college.
- (2) A community college.
- (3) Iowa State University Extension.
- (4) A child care resource and referral agency.
- (5) An area education agency.
- (6) The regents' center for early developmental education at the University of Northern Iowa.
- (7) A hospital (for health and safety, first-aid, and CPR training).
- (8) The American Red Cross, the American Heart Association, the National Safety Council, or Medic First Aid (for first-aid and CPR training).
- (9) An Iowa professional association, including the Iowa Association for the Education of Young Children (Iowa AEYC), the Iowa Family Child Care Association (IFCCA), the Iowa After School Alliance, and the Iowa Head Start Association.
- (10) A national professional association, including the National Association for the Education of Young Children (NAEYC), the National Child Care Association (NCCA), the National Association for Family Child Care (NAFCC), the National After School Association, and the American Academy of Pediatrics.
- (11) The Child and Adult Care Food Program and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).
- (12) The Iowa department of public health, department of education, or department of human services.
- (13) Head Start agencies or the Head Start technical assistance system.
- (14) Organizations that are certified by the International Association for Continuing Education and Training (IACET).

*b.* Training received in a group setting must follow a presentation format that incorporates a variety of adult learning methods. The material or content of the training must be obtained from one of the entities listed in paragraph "a" or an entity approved under paragraph "g." Approved training shall be made available to Iowa child care providers through the child care provider training registry beginning July 1, 2009.

*c.* Training received in a group setting may include distance learning opportunities such as training conducted over the Iowa communications network, on-line courses, or Web conferencing (webinars) if:

- (1) The training meets the requirements in subrule 109.7(7);
- (2) The training is taught by an instructor and requires interaction between the instructor and the participants, such as required chats or message boards; and
- (3) The training organization meets the requirements listed in this subrule or is approved by the department.

*d.* The department will not approve more than eight hours of training delivered in a single day.

*e.* The department may randomly monitor any state-approved training for quality control purposes.

*f.* Training conducted with staff either during the hours of operation of the facility, staff lunch hours, or while children are resting must not diminish the required staff ratio coverage. Staff shall not be actively engaged in care and supervision and simultaneously participate in training.

*g.* A training organization not approved by the department may submit for review to the department a request for child care training approval. All approvals, unless otherwise specified, shall

be valid for five years. The department shall issue its decision within 30 business days of receipt of a complete request.

**109.7(7) *Elements of training.*** Training provided to Iowa child care providers shall offer:

- a.* Instruction that is consistent with:
  - (1) Iowa child care regulatory standards;
  - (2) The Iowa early learning standards; and
  - (3) The philosophy of developmentally appropriate practice as defined by the National Association for the Education of Young Children, the Program for Infant/Toddler Care, and the National Health and Safety Performance Standards.
  
- b.* Content equal to at least one contact hour of training.
- c.* An opportunity for ongoing interaction and timely feedback, including questions and answers within the contact hours.
- d.* A certificate of training for each participant that includes:
  - (1) The name of the participant.
  - (2) The title of the training.
  - (3) The dates of training.
  - (4) The content area addressed.
  - (5) The name of the training organization.
  - (6) The name of the instructor.
  - (7) The number of contact hours.

**109.7(8) *Training for supervisors and designees.*** The director, on-site supervisor, and any person designated a lead in the absence of supervisory staff shall have completed all preservice/orientation training outlined in subrule 109.7(1).

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