



## State of New Jersey

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT  
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### Provider Notice

### Health and Safety Training Requirements

Dear Child Care Provider:

The State of New Jersey's Department of Human Services, Division of Family Development (DHS/DFD), in accordance with the federal Child Care and Development Fund (CCDF) program, requires health and safety trainings for caregivers, teachers, and directors of child care providers receiving funds from the Child Care Assistance Program (CCAP). All child care providers, including licensed child care centers, family child care providers (FCCs), approved homes, and youth camps that receive CCAP funds must ensure staff have completed or complete the updated health and safety trainings listed below.

All staff shall complete the following orientation trainings:

- Health, Safety, and Child Growth and Development and Mandated Child Abuse and Neglect Reporting: Basic Requirements for Licensing; and
- Pediatric First Aid and CPR Training.

All FCCs and approved home providers must also complete additional orientation training prior to being registered or approved that includes:

- Office of Licensing (OOL) policy review;
- Business Practices; and
- Program Management.

In addition, all FCC and approved home staff must complete at least six (6) hours of in-service training each year. The in-service training must include a review of, and updates on, the health, safety, child development, social and emotional behavior intervention, and other subjects covered in the orientation trainings.

All licensed child care center and youth camp staff must complete annual training as required by regulation of their respective authorizing agencies.

Required trainings must be documented and on file in the New Jersey Child Care Information System (NJCCIS). Providers and/or staff must upload all completed trainings in their NJCCIS personnel records in order to maintain up-to-date profiles. Failure to complete the required annual in-service trainings may result in a loss of eligibility for CCAP funding.

All trainings are accessible online at <https://www.childcarenj.gov/Providers/Training> or available through the Child Care Resource and Referral Agencies (CCR&Rs), who will serve as primary contacts for providing guidance on the current health and safety training policies and procedures.