R430-50-7: PERSONNEL AND TRAINING REQUIREMENTS

This section provides an overview of the personnel and training requirements for those individuals involved with a child care facility.

Rationale / Explanation

Licensing rules require that individuals who work or associate with a child care program (including employees, volunteers, parents, household members, guests, etc.) have at least basic qualifications to do so. Individuals who are qualified and trained are more likely to have appropriate interactions with the children they associate with. Healthy relationships with caring adults are of utmost importance for each child's current and future development. *CFOC 3rd ed. Guiding Principle 4. p. xix.*

Staff training in child development and/or early childhood education is related to positive outcomes for children. Each person who interacts with children in a child care facility contributes to the child's total experience. *CFOC 3rd ed. Standard 1.3.2.3. p. 13.*

The National Association for the Education of Young Children's (NAEYC) recommends a multilevel training program that addresses both preservice and ongoing training for administrators and staff. *CFOC 3rd ed. Standard 1.3.2.1. p. 12.*

Preservice Training

All individuals who are newly involved with the child care program and will be caring for or supervising children, or will count in the caregiver-to-child ratio are required to receive preservice training.

Preservice training consists of at least 2.5 hours of training and must be:

- Completed before (but not earlier than 6 months before) beginning job duties, or
- Completed no later than 10 working days after beginning job duties as long as the individual does not have unsupervised contact with any child in care before their preservice training is completed.

Annual Child Care Training

Individuals who are required to have annual child care training include:

- All regular employees who care for children regardless of the number of hours worked each week. This includes employees who have dual roles such as a driver who cares for the children when not driving.
- Substitutes (including household members) who work at the facility 40 hours or more per month.

Employees and volunteers who never have caregiving duties (i.e., they are not responsible for meeting the needs of the children, including protection and supervision), such as cooks, secretaries, receptionists, bookkeepers, custodians, drivers, and maintenance workers, do not need to complete annual training.

Annual child care training hours are calculated from the certificate start date through the certificate end date. To be in compliance:

- Caregivers and other required individuals must complete at least 10 hours of child care training each certificate year.

- Substitutes must complete at least ½ hour of child care training for each month that they are involved with the facility for 40 hours or more.
- The provider must ensure that each individual's required annual child care training is complete before the certificate expiration date. A child care certificate will not be renewed until training hours have been completed for all individuals as required by rule.

(1) The provider shall ensure that all employees and volunteers are supervised, qualified, and trained to:
(a) meet the needs of the children as required by rule; and
(b) be in compliance with all licensing rules.

Rationale / Explanation

Research shows that the training and education of caregivers has a direct impact on the quality of care that children receive. All employees and volunteers need training and supervision to ensure that the provider is in compliance with licensing rules. *CFOC 3rd ed. Standards 1.3.2.3-1.3.2.6. pp. 13-16; Standards 1.4.2.1-1.4.2.3. pp. 21-24; Standards 1.4.4.1-1.4.4.2. pp. 26-29.*

(2) Each week, the provider shall be present at the home at least 50% of the time that any child is in care; and whenever a child is in care, the provider, a caregiver who is at least 18 years old, or a substitute with authority to act on behalf of the provider shall be present.

Rationale / Explanation

The well-being of the children in the home depends largely upon the knowledge, skills, and dependable presence of the provider who is able to respond to children's long-term and immediate needs, and who is able to make appropriate decisions to protect the health and safety of the children in care. *CFOC 3rd ed. Standard 1.3.1.1. p. 11.*

There must always be a qualified individual on-site who assumes responsibility for the protection of the children's health and safety.

Compliance Guidelines

- The provider or a caregiver who is at least 18 years old must be on the premises, in each vehicle, and at each offsite activity whenever there is a child in care.
- Individuals who are younger than 18 years old may not have unsupervised contact with any child in care at the facility, during transportation, and at offsite activities.
- Substitutes must be at least 18 years old.
- This rule does not prevent the provider or a caregiver from taking a vacation or leave as long as a qualified substitute is employed to meet the provider or caregiver's responsibilities.

High Risk Rule Violation
Corrective Action for 1st Instance

Citation and CMP Warning when:

- The provider, a caregiver who is at least 18 years old, or a qualified substitute is not present when a child is in care.

Moderate Risk Rule Violation
Corrective Action for 1st Instance

Citation Warning when:

- The provider is not present 50% of the time each week that a child is in care.

(3) Caregivers shall:

(a) be at least 18 years old;

(b) pass a CCL background check;

(c) receive at least 2.5 hours of preservice training before beginning job duties;

(d) have knowledge of and follow all applicable laws and rules; and

(e) complete at least 10 hours of child care training each year, based on the facility's certificate date.

Rationale / Explanation

Many children attend child care programs every day. It is critical that they have the opportunity to grow and learn in a healthy and safe environment with caring and professional caregivers. The amount of education and child care experience impacts a caregiver's ability to respond appropriately to the needs of children. *CFOC 3rd ed. p. xvii; CFOC 3rd ed. Standard 1.3.2.2. p. 12.*

Compliance Guidelines

- Individuals who are younger than 18 years old are not approved to be caregivers.
  - It is a lack of supervision if a child is left in the care of an individual younger than 18 years old.
- Each caregiver must pass a background check according to the rules found in "Section 8: Background Checks."
- Records must verify that each caregiver completed preservice and annual child care training as required by rule.
  - Any regular employee who cares for children (regardless of the number of hours) is required to have annual child care training.

The following guidelines apply in the assessment of this rule:

- When an employee begins work at the child care facility partway through the certification year, they must complete an average of 45 minutes of child care training for each month they work before the certificate expiration date. At least half of the training hours must be face-to-face instruction.
- Individuals who are hired within 60 calendar days before the certificate expires must complete the prorated number of training hours, but their review of all of the training topics is not required until the provider's next certificate year
- If a staff member changes from a position that does not require annual training to a position that does, the total number of required training hours will be counted from the start date of their new position.
- When an employee is on approved leave of absence for more than one month, such as maternity leave, 45 minutes for every full month of absence can be deducted from the total required annual training hours.

The table below may be used in calculating the required number of annual child care training hours for a new employee. (This is in addition to the required 2.5 hours of preservice training.) In the first column, find the month that the employee started work at the facility. Move horizontally across that row to the month that the provider's child care certificate expires . For example, if an employee began work in May and the provider's certificate expires in October, the new employee would need 3 hours and 45 minutes of training before the end of October.

Annual Training Time Required for Employees Hired Partway Through Licensing Year												
Month Person Started	**Month Child Care Certificate Ends**											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Jan	0	45m	1h 30m	2h 15m	3h	3h 45m	4h 30m	5h 15m	6h	6h 45m	7h 30m	8h 15m
Feb	8h 15m	0	45m	1h 30m	2h 15m	3h	3h 45m	4h 30m	5h 15m	6h	6h 45m	7h 30m
Mar	7h 30m	8h 15m	0	45m	1h 30m	2h 15m	3h	3h 45m	4h 30m	5h 15m	6h	6h 45m
Apr	6h 45m	7h 30m	8h 15m	0	45m	1h 30m	2h 15m	3h	3h 45m	4h 30m	5h 15m	6h
May	6h	6h 45m	7h 30m	8h 15m	0	45m	1h 30m	2h 15m	3h	3h 45m	4h 30m	5h 15m
June	5h 15m	6h	6h 45m	7h 30m	8h 15m	0	45m	1h 30m	2h 15m	3h	3h 45m	4h 30m
July	4h 30m	5h 15m	6h	6h 45m	7h 30m	8h 15m	0	45m	1h 30m	2h 15m	3h	3h 45m
Aug	3h 45m	4h 30m	5h 15m	6h	6h 45m	7h 30m	8h 15m	0	45m	1h 30m	2h 15m	3h
Sept	3h	3h 45m	4h 30m	5h 15m	6h	6h 45m	7h 30m	8h 15m	0	45m	1h 30m	2h 15m
Oct	2h 15m	3h	3h 45m	4h 30m	5h 15m	6h	6h 45m	7h 30m	8h 15m	0	45m	1h 30m
Nov	1h 30m	2h 15m	3h	3h 45m	4h 30m	5h 15m	6h	6h 45m	7h 30m	8h 15m	0	45m
Dec	45m	1h 30m	2h 15m	3h	3h 45m	4h 30m	5h 15m	6h	6h 45m	7h 30m	8h 15m	0

Moderate Risk Rule Violation
Corrective Action for 1st Instance

Citation Warning when a caregiver:

- Did not receive 2.5 hours of preservice training.
- Had unsupervised contact with a child in care before completing preservice training.
- Did not complete the annual child care training hours by the certificate expiration date.

Low Risk Rule Violation
Corrective Action for 1st Instance

Warning when a caregiver:

- Received preservice training, but it was earlier than 6 months before or later than 10 days after beginning job duties.

(4) Substitutes shall:

(a) be at least 18 years old;

(b) pass a CCL background check;

(c) be capable of providing care, supervising children, and handling emergencies in the provider's absence;

(d) receive at least 2.5 hours of preservice training before beginning job duties; and

(e) complete at least ½ hour of child care training for each month they work 40 hours or more.

Rationale / Explanation

The purpose of this rule is to ensure that substitutes have the maturity and qualifications necessary to meet the responsibilities of independently caring for a group of children. Eighteen years is the age of legal consent. *CFOC 3rd ed. Standard 1.3.3.1. p.19.*

Compliance Guidelines

- Substitutes (including household members who substitute) must always be at least 18 years old.
- Each substitute must pass a background check according to the rules found in "Section 8: Background Checks."
- Records must verify that each substitute completed preservice and annual child care training as required by rule.

Moderate Risk Rule Violation

Corrective Action for 1st Instance

Citation Warning when a substitute:

- Did not receive 2.5 hours of preservice training.
- Had unsupervised contact with a child in care before completing preservice training.
- Did not complete the annual child care training hours by the certificate expiration date.

Low Risk Rule Violation

Corrective Action for 1st Instance

Warning when a substitute:

- Received preservice training, but it was earlier than 6 months before or later than 10 days after beginning job duties.

(5) All other employees such as drivers, cooks, and clerks shall:

(a) pass a CCL background check,

(b) receive at least 2.5 hours of preservice training before beginning job duties,

(c) have knowledge of and follow all applicable laws and rules, and

(d) not have unsupervised contact with any child in care if the employee is younger than 16 years of age.

Rationale / Explanation

The purpose of this rule is to ensure that the interaction between all employees and children is appropriate and in accordance with licensing rules. *CFOC 3rd ed. Guiding Principle 4. p. xix.*

Compliance Guidelines

- Each employee must pass a background check according to the rules found in "Section 8: Background Checks."
- Personnel records must verify that each employee completed preservice training according to rule.

- Any employee who cares for children (regardless of their other job duties) must be at least 18 years old and receive annual child care training.

Moderate Risk Rule Violation
Corrective Action for 1st Instance
Citation Warning when an employee:
- Did not receive 2.5 hours of preservice training.
- Had unsupervised contact with a child in care before completing preservice training.

Low Risk Rule Violation
Corrective Action for 1st Instance
Warning when an employee:
- Received preservice training, but it was earlier than 6 months before or later than 10 days after beginning job duties.

(6) Volunteers shall:
(a) pass a CCL background check, and
(b) not have unsupervised contact with any child in care if the volunteer is younger than 18 years of age.

Rationale / Explanation
The purpose of this rule is to ensure that the interaction between volunteers and children is appropriate and in accordance with licensing rules. *CFOC 3rd ed. Guiding Principle 4. p. xix.*

Compliance Guidelines
- Each individual who volunteers at the child care facility at any time a child is in care (except the parent of an enrolled child) is required to have a background check in accordance with rules in "Section 8: Background Checks."
- If an individual volunteers only when there are no children in care, for example, they only volunteer after child care hours, they will not be required to have a background check.
- Licensing statute defines child care as care for children through age 12 years and for children with disabilities through age 18 years. Thirteen- to fifteen-year-olds are not considered children in care. If they help care for younger children (and are not paid), they are considered volunteers and must meet the requirements of a volunteer.
- It is a rule violation if a child is left in the care of a volunteer who is younger than 18 years old.

High Risk Rule Violation
Corrective Action for 1st Instance
Citation and CMP Warning

(7) Guests:
(a) shall not have unsupervised contact with any child in care, and
(b) are not required to pass a CCL background check when they remain in the home for not more than 2 weeks.

Rationale / Explanation
The purpose of this rule is to ensure that the interaction between guests and children is appropriate and in accordance with licensing rules. *CFOC 3rd ed. Guiding Principle 4. p. xix.*

Compliance Guidelines

- A guest may not be alone in a room or area with any child in care. A caregiver or other employee who is at least 18 years old and has passed a CCL background check must be in the same room or area.

High Risk Rule Violation
Corrective Action for 1st Instance

Citation and CMP Warning

(8) Any individual who stays in the home for more than 2 weeks shall be considered a household member and shall be required to pass a CCL background check.

Rationale / Explanation

The purpose of this rule is to ensure that the interaction between guests and children is appropriate and in accordance with licensing rules. *CFOC 3rd ed. Guiding Principle 4. p. xix.*

Compliance Guidelines

- Each individual who stays in the home for more than 2 weeks must pass a background check according to the rules in "Section 8: Background Checks" that apply to household members.

(9) Parents of children in care:
(a) shall not have unsupervised contact with any child in care except their own, and
(b) do not need a CCL background check unless involved with child care in the facility.

Rationale / Explanation

The purpose of this rule is to ensure that the interaction between the children and any individuals involved with them is appropriate and in accordance with licensing rules. *CFOC 3rd ed. Guiding Principle 4. p. xix.*

Compliance Guidelines

- If a parent is employed at the child care facility, they must have a background check and meet other personnel requirements as stated in rule.

High Risk Rule Violation
Corrective Action for 1st Instance

Citation and CMP Warning

(10) Household members who are:
(a) 12 to 17 years old shall pass a CCL background check;
(b) 18 years of age or older shall pass a CCL background check that includes fingerprints; and
(c) younger than 18 years of age shall not have unsupervised contact with any child in care including during offsite activities and transportation.

Rationale / Explanation

The purpose of this rule is to ensure that the interaction between household members and children is appropriate and in accordance with licensing rules. *CFOC 3rd ed. Guiding Principle 4. p. xix.*

Compliance Guidelines

- Each household member who is 12 years old or older must pass a background check according to the rules found in "Section 8: Background Checks."
- A household member who is younger than 18 years old may not be alone with any child in care in the facility, during transportation, or during offsite activities. A caregiver or other adult who is at least 18 years old and has passed a CCL background check must be present.

High Risk Rule Violation
Corrective Action for 1st Instance

Citation and CMP Warning

(11) Individuals who provide IEP or IFSP services such as physical, occupational, or speech therapists:

(a) are not required to have a CCL background check as long as the child's parent has given permission for services to take place at the facility, and

(b) shall provide proper identification before having access to the facility or a child at the facility.

Rationale / Explanation

Releasing a child into the care of an unauthorized person may put the child at risk. It is the child care program's responsibility to check the written authorization in the child's file and verify the identity of any person requesting access to the child. *CFOC 3rd ed. Standard 9.2.4.8. pp. 371-372.*

Compliance Guidelines

- If the parent of a child with an IEP or an IFSP has an agreement with a school or other agency for their child to receive services at the child care facility, the individual providing the services is not required to have a CCL background check.
- With proper authorization and identification, the child may be left alone with the individual providing IEP or IFSP services..
- While services are being offered, the child will be considered the responsibility of the school or other agency.

Moderate Risk Rule Violation
Corrective Action for 1st Instance

Citation Warning

(12) Members from law enforcement or from Child Protective Services:

(a) are not required to have a CCL background check, and

(b) shall provide proper identification before having access to the facility or a child at the facility.

Rationale / Explanation

It is the child care program's responsibility to verify the identity of any person requesting access to the child. *CFOC 3rd ed. Standard 9.2.4.8. pp. 371-372.*

Compliance Guidelines

- With proper identification, a child may be left alone with a law enforcement officer or a caseworker from Child Protective Services (CPS).

Moderate Risk Rule Violation
Corrective Action for 1st Instance
Citation Warning

(13) Preservice training shall include the following:
(a) job description and duties;
(b) current Department rule sections R430-50-7 through 24;
(c) the Department-approved health and safety plan that includes preparing for and responding to emergencies;
(d) prevention, signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements;
(e) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;
(f) prevention of sudden infant death syndrome (SIDS) and the use of safe sleeping practices;
(g) recognizing the signs of homelessness and available assistance;
(h) a review of the information in each child's health assessment; and
(i) an introduction and orientation to the children in care.

Rationale / Explanation
Preservice training ensures that all new staff members and volunteers receive basic training for the work they will be doing and are informed about their duties and responsibilities. To ensure the health and safety of children in care, it is essential that new caregivers and volunteers never have unsupervised contact with children until they have completed the required preservice training. *CFOC 3rd ed. Standard 1.4.2.1. pp. 21-22.*

Compliance Guidelines
- Preservice records must confirm that all individuals who are new to the child care program have received preservice training in all of the required areas.
- An optional technical assistance form to document preservice training is available at: https://childcarelicensing.utah.gov/Forms.html.

Low Risk Rule Violation
Corrective Action for 1st Instance
Warning

(14) Annual child care training shall include the following topics:
(a) current Department rule sections R430-50-7 through 24;
(b) the Department-approved health and safety plan that includes preparing for and responding to emergencies;
(c) the prevention, signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements;
(d) principles of child growth and development, including brain development;
(e) positive guidance and interactions with children;
(f) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;
(g) prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices; and
(h) recognizing the signs of homelessness and available assistance.

Rationale / Explanation

The benefits of having well-trained individuals working with children include: 1) caregivers are better able to prevent, recognize, and correct health and safety problems; 2) staff training in child development is related to more positive outcomes for children; and 3) caregivers are more likely to avoid abusive interactions with children. *CFOC 3rd ed. Standards 1.3.2.3-1.3.2.6. pp. 13-16; Standards 1.4.2.1-1.4.2.3. pp. 21-24; Standards 1.4.4.1-1.4.4.2. pp. 26-29.*

Compliance Guidelines

- Annual training must include a review of each licensing rule in sections 50-7 through 50-24 and not just the general category of the rule section.
- Training records must verify that each individual received training on the topics listed in 50-7(14)(b)-(h) as well as licensing rules.
  - An optional technical assistance form to record each individual's annual training can be found at: https://childcarelicensing.utah.gov/Forms.html.
- Complete training records must be available for review at the annual Announced Inspection or submitted to CCL by the certificate expiration date.
  - To submit the documentation, the provider may mail, fax, or email it to CCL, or upload it on the provider's Child Care Licensing portal.

Low Risk Rule Violation
Corrective Action for 1st Instance

Warning

(15) At least 5 of the 10 hours of annual child care training shall be face-to-face instruction.

Rationale / Explanation

There are many benefits of having well-trained individuals care for the children. Face-to-face training is important because class members have an opportunity to discuss with one another and ask the trainer questions about the class content. *CFOC 3rd ed. Standards 1.3.2.3-1.3.2.6. pp. 13-16; Standards 1.4.2.1-1.4.2.3. pp. 21-24; Standards 1.4.4.1-1.4.4.2. pp. 26-29.*

Compliance Guidelines

Examples of approved face-to-face training include:

- Training offered by CCL on licensing rules
- All classes offered by Care About Childcare (Refer to careaboutchildcare.utah.gov.)
- Classes and workshops at child care, early childhood, and parenting conferences

- Real-time, interactive webinars dealing with child care
- Online training that requires completing a test for understanding
- Any high school or college class in child development or related subject (Hours of attendance count as clock time if the student attends in person as opposed to working online or independent study. One semester credit equals 15 clock hours and one quarter credit equals 10 clock hours.)
- Attendance at a CCL Committee meeting
- Training by a child care association, if the certificate has "child care related" in the topic

Anyone may deliver face-to-face training including child care providers and staff. When this is the case:

- The indiv`idual delivering the training can count it as non-face-to-face training.
- The individual being trained can count it as face-to-face instruction.

Examples of approved non-face-to-face child care training may include:

- Researching and planning curriculum (but not the time spent preparing materials such as making copies and presenting curriculum to the children)
- Watching recordings of webinars on topics relating to child care
- Reading books and watching videos related to child care
- Doing homework for a high school or college child development class
- Using training packets or watching recordings offered by Care About Child Care
- Listening to the audio recording of the Advisory Committee Meeting

The following topics and classes do not count toward annual child care training:

- Self-help classes such as anger or stress management
- Time spent doing yoga or meditating
- Technical assistance from CCL staff
- ESL and other language classes
- Craft classes, such as origami, scrapbooking, sewing, etc.
- Attendance at a child's classes or lessons, such as music or dance lessons
- Watching reality TV and talk shows
- Preparing (making copies, cutting, etc.) and presenting curriculum to children
- Volunteering in a classroom
- Obtaining and submitting fingerprints to CCL
- DWS policy-related webinars

Additional guidelines:

- To count as face-to-face training, there must be a certificate or other documentation from the trainer or sponsoring organization, such as CAC, workshops, or conferences. If there is no certificate or other documentation, the training may count toward the required training hours, but not as face-to-face instruction.
- In-house training, including training from a guest presenter, must be documented. Any documentation format is acceptable as long as it includes the required information.
- Annual training for all individuals as required in rule must be completed by the end of the licensing year.
  - This includes substitutes who work 40 hours or more per month, and new employees who are required to have annual child care training.
- For training to be considered complete, each person must have received training on the required rules and topics, and for the required number of hours.
- If training is not complete for all required individuals at the time of the annual Announced Inspection, the provider may (before their certificate expires):
  - Upload the documentation to the provider's Child Care Licensing portal, or
  - Mail, fax, or e-mail the documentation to CCL.

Low Risk Rule Violation
Corrective Action for 1st Instance
Warning

(16) Documentation of each individual's annual child care training shall be kept on-site for review by the Department and include the following:
(a) training topic,
(b) date of the training,
(c) whether the training was face-to-face or non-face-to-face instruction,
(d) name of the person or organization that presented the training, and
(e) total hours or minutes of training.

Rationale / Explanation

The annual training record should be used to assess each employee's need for additional training and to provide the Department with a tool to monitor compliance. *CFOC 3rd ed. Standard 9.4.3.3. p. 393.*

Compliance Guidelines

- There must be a training record for each individual as required by rule.
- Each training record must include the information listed in rule.
  - An optional technical assistance form may be used to record annual training. The form is available at: https://childcarelicensing.utah.gov/Forms.html.
- Complete training records must be available for review at the annual Announced Inspection or submitted to CCL by the certificate expiration date.

Low Risk Rule Violation
Corrective Action for 1st Instance

Warning

(17) At least one staff member with a current Red Cross, American Heart Association, or equivalent first aid and infant/child CPR certification shall be present when children are in care:
(a) at the facility,
(b) in each vehicle transporting children, and
(c) at each offsite activity.

Rationale / Explanation

Someone who is qualified to respond to emergencies must be present at all times when any child is in care, including during transportation and offsite activities. Injuries are more likely to occur when a child's surroundings or routine changes, so activities outside the facility may pose increased risk for injury. A person trained in first aid and CPR can lessen the severity of injury and reduce the potential for death from life-threatening conditions. Having these emergency skills, and the confidence to use them, are critically important to the outcome of an emergency situation. *CFOC 3rd ed. Standards 1.4.3.1-1.4.3.2. pp. 24-25.*

Compliance Guidelines

- At least one staff member who is certified in first aid and CPR must be present whenever a child is in care.
  - The person with a current first-aid certification and the person with a current CPR certification do not have to be the same person.
- CPR training must be Red Cross or American Heart Association certified or be equivalent. A first-aid certification from any source is acceptable.
  - Current certification for RNs, LPNs, or First Responders will be accepted for both CPR and first aid.
  - Due to differences in training courses, a CNA certificate is not an approved CPR certification.
- CPR certification must include pediatric CPR training.
  - Training that includes basic life support (BLS) meets this requirement. (The card or certificate may not have the words "infant and child" written on them.)
  - Although child CPR training is required, training on infant CPR is optional if the provider does not enroll infants or toddlers.

- The CPR and first aid certification must be current.
  - The expiration date on the first-aid and CPR card determines whether the certification is current.
  - When there is no expiration date on the card, and the issue date is less than a year old, the certification is considered current.
  - When the expiration date on the card has been added or altered, the trainer will need to verify that the certification is current.
- First-aid and CPR documentation for those individuals who may be alone with the children at any given time must be available for CCL review.

Moderate Risk Rule Violation
Corrective Action for 1st Instance
Citation Warning

(18) CPR certification shall include hands-on testing.

Rationale / Explanation
Pediatric CPR skills should be taught by demonstration and practice to ensure the technique can be performed in an emergency. *CFOC 3rd ed. Standard 1.4.3.1. p. 24.*

Compliance Guidelines
- Online CPR training does not meet the requirement of this rule unless there is a hands-on training component in addition to the online part of the training.

Moderate Risk Rule Violation
Corrective Action for 1st Instance
Citation Warning

(19) Documentation of current first aid and CPR certification for each covered individual required by rule to have it shall be kept on-site for review by the Department

Rationale / Explanation
Documentation of current first aid and CPR certification assists in implementing and in monitoring for proof of compliance. *CFOC 3rd ed. Standard 1.4.3.1. p. 24.*

Compliance Guidelines
- Pediatric first aid and CPR is required for any individual who will be alone with the children at any given time.

Low Risk Rule Violation
Corrective Action for 1st Instance
Warning