Research has shown that quality Early Care and Education training improves staff skills and children who receive care from professionals, trained in all areas of Kentucky’s Early Care and Education Core Content, are more likely to have greater quality opportunities for learning and development. Children in quality child care settings have shown positive outcomes in areas such as cooperative play, sociability, creativity, ability to solve social conflicts, self-control, language and cognitive development.

Licensing regulations require licensed and certified providers to follow certain health and safety policies and procedures. Kentucky’s child care regulations require an early care and education professional with supervisory authority over a child to complete the following training requirements:

- **a)** Six (6) hours of cabinet-approved orientation within the first three (3) months of employment; 
- **b)** Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1½) hours of pediatric abusive head trauma training; and
- **c)** Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1½) hours of pediatric abusive head trauma training completed once every five (5) years.

Early Care and Education Professionals with supervisory control may or may not include cooks, janitors, van drivers and administrative staff. Be sure to identify on personnel records if the staff has supervisory control or unsupervised contact with a child in care.

Orientation training is a six-hour course, required for all child care staff working with children. Orientation training must be taken in the first three months of employment and may be taken online or in person. The online class may be taken at: [http://www.kentuckypartnership.org/ecool.aspx](http://www.kentuckypartnership.org/ecool.aspx). If a person has previously taken orientation training, please check the Early Care and Education Training Record Information System (ECE-TRIS) record or have the person provide a copy of their orientation certificate to the child care provider to be included in the staff record. Once a person has completed orientation training, they are not required to take the training again. Completed orientation training (recently taken or many years ago) counts as six hours of training during the person’s first year of employment.

After the first year, fifteen (15) hours of training are required annually. The PAHT training is required once every five years and counts toward total annual training hours. (Note: Staff hired prior to 4/8/13 must receive 1.5 hours of PAHT training before 7/15/15). The PAHT training can be taken in person or it is available online free of charge on the ECE-TRIS website: [https://www.training.eku.edu/abusiveheadtraumacpWBT](https://www.training.eku.edu/abusiveheadtraumacpWBT). Currently, there are four ways in place to obtain approved clock hour training to meet licensing, certified, and registered provider training requirements, STARS and credential renewal hours.

1. Training is conducted by a Kentucky Early Care and Education Credentialed Trainer
2. Training event/conference/ or on-line training has been pre-approved by the Division of Child Care
3. College credit received in early care and education courses and/or education school age courses
4. Training hours obtained through the Kentucky Department of Education (KDE) local In-Service Early Care and Education trainings may be used to meet training requirements for licensing, certification and registered providers, CCCC renewal and STARS. (Their hours cannot be used for renewal of the Kentucky Early Care and Education Trainer’s Credential).

*Note: The Division of Child Care has developed criteria to approve In and Out of State training as well as On-line training. DCC considers for approval all training that addresses ECE Core Content for staff working with ages 0-12 years of age and administrative staff training (s). Pre-approved trainings must be submitted 30 days prior to the training event start date.


College course work from an accredited institution will be accepted if the course contains early care and education content and can be applied in child care services. If the course work is to be used to meet training clock hour requirements individual staff records must include course transcript and a course description.

ECE-TRIS is an Early Care and Education database created to store and maintain individual training records for Early Care and Education professionals in Kentucky. Additional information on setting up an ECE-TRIS account for your facility or for and individual can be provided by contacting ECE-TRIS at (859) 622-8811 or the Technical Assistance Coordinator for your area at Child Care Aware listed at [http://www.kentuckypartnership.org/General/About/childcareaware/regionalstaff.aspx](http://www.kentuckypartnership.org/General/About/childcareaware/regionalstaff.aspx).

Staff training records required in accordance with 922 KAR 2:110, Section 3(1)(e)4 must include all of the following: the training source or trainer, training title, the location and date of the training, and the number of clock hours awarded for the training. Please note: staff training hours are calculated from hire date to hire date.

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**Why is child care training for Kentucky’s Early Care and Education Professionals important?**

Research has shown that quality Early Care and Education training improves staff skills and children who receive care from professionals, trained in all areas of Kentucky’s Early Care and Education Core Content, are more likely to have greater quality opportunities for learning and development. Children in quality child care settings have shown positive outcomes in areas such as cooperative play, sociability, creativity, ability to solve social conflicts, self-control, language and cognitive development.

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