

Professional Development

Texas Minimum Standards for Child Care requires all providers to complete annual training that is relevant to the age of the children for whom the caregiver provides care. Why do you think annual training is necessary?

Consider a health care professional that completes their education in 1990. Continual research uncovers new, more effective medications, procedures, and practices that while considered safe in the 1990's are now backed by researched evidence that they are harmful and in some cases deadly. This same process occurs in the child development field. Practices in child care that were considered a standard of care years ago we now know can be fatal for an infant or have negative developmental consequences for children. Child development scholars have invested much research into brain development, learning, social-emotional development, and mental health in young children that are critical for caregivers working with young children to understand.

You must ensure that as professionals, you are utilizing current best practices. This is why annual training is so vital for everyone in Texas. You impact the life of a young child daily, and you must ensure current knowledge which can be life-saving, is being implemented daily.

How do I find a trainer that is qualified to present training hours?

The trainer that you select for yourself or your staff must meet the trainer requirements outlined in Minimum Standard 746.1317. These requirements apply to **instructor-led**, **self-instructional**, and **self-study training**.

§746.1317. Must the training for my caregivers and the director meet certain criteria?

(a) Training may include clock hours or CEUs provided by:

- (1) A training provider registered with the Texas Early Childhood Professional Development System Training Registry, maintained by the Texas Head Start State Collaboration Office;
- (2) An instructor who teaches early childhood development or another relevant course at a secondary school or institution of higher education accredited by a recognized accrediting agency;
- (3) An employee of a state agency with relevant expertise;
- (4) A physician, psychologist, licensed professional counselor, social worker, or registered nurse;
- (5) A person who holds a generally recognized credential or possesses documented knowledge relevant to the training the person will provide;
- (6) A director at your child-care center who has demonstrated core knowledge in child development and caregiving if:
 - (A) Providing training to the director's own staff; and
 - (B) Your child-care center has not been on probation, suspension, emergency suspension, or revocation in the two years preceding the training or been assessed an administrative penalty in the two years preceding the training; or
- (7) A person who has at least two years of experience working in child development, a child development program, early childhood education, a childhood education program, or a Head Start or Early Head Start program and:
 - (A) Has a current Child Development Associate (CDA) credential; or
 - (B) Holds at least an associate's degree in child development, early childhood education, or a related field.

(b) Training may include clock hours or CEUs obtained through self-instructional materials, if the materials were developed by a person who meets one of the qualifications in subsection (a) of this section.

(c) Instructor-led and self-instructional training, but not self-study training, must include:

- (1) Specifically stated learning objectives;
- (2) A curriculum, which includes experiential or applied activities;
- (3) An evaluation/assessment tool to determine whether the person has obtained the information necessary to meet the stated objectives; and
- (4) A certificate of successful completion from the training source.

Selecting Training or Trainers

When you are selecting a trainer or training event, keep in mind that you must ensure the individual meets criteria outlined in Minimum Standard §746.1317(a)(1)-(7). Trainers on the Texas Trainer Registry website should be verified before you enter into a financial agreement. Remember, the trainer is registered for specific training content and should use their registry number only for verified training.

Take a minute to search for a trainer that you have used previously on the registry website. Are they approved for multiple trainings, do you see the variety of content areas they are accepted to train, and if they are accepted for various trainings, can you find the different numbers associated with the trainer and training?

Trainers that are not registered trainers through the Texas Trainer Registry should be able to provide you with a resume that includes documentation as to how they qualify as a trainer under additional options of §746.1317. Simply request this information as necessary to verify trainer qualifications are being met.

Documentation of Training

What information needs to be documented on the training certificate?

According to Minimum Standard §746.1329 the trainer or training source must provide the participant with an original certificate or letter showing the following for it to be counted towards compliance with Minimum Standards:

- (1) The participant's name;
- (2) Date of the training;
- (3) Title/subject of the training;
- (4) The trainer's name, or the source of the training for self-instructional training;
- (5) The trainer's qualifications, in compliance with §746.1317 of this title (relating to Must the training for my caregivers and the director meet certain criteria?); and
- (6) Length of the training specified in clock hours, CEUs, or college credit hours, as appropriate.

The training certificate in your personnel file should be the original certificate. CCR staff encourage directors and caregivers to make a copy for their records.



CERTIFICATE OF COMPLETION

AWARDED TO

Participant Name

Date Completed

TOPIC/TITLE OF TRAINING

Clock Hours or CEUs earned and Type of Training **Instructor-led, Self-Instructional, or Self-Study

Core Competency, CDA Competency, and/or
Minimum Standard Training Area

TRAINER NAME/SIGNATURE

TRAINERS QUALIFICATIONS: TTR#1055 TRAINING ID# 179
OR
Tracy Anne Jones, Ed.D Early Childhood, or
Tracy Anne Jones, Faculty at University, or
Tracy Anne Jones, Speech Pathologist

**For a CES requirement, but a best practice to source required training content has been identified for center staff to track and CCL to evaluate.

You will include the specific trainer # for the approved registry training, not just your global trainer ID.

Include evidence that identifies how the trainer meets the requirements in §746.1317

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Types of Training

What are some examples of instructor-led, self-instructional, and self-study training?

Let's break down the three categories by minimum standard definitions and include examples and information for each type.

We will begin with instructor-led training which must account for a minimum of 20% of director and caregiver annual training.

Instructor-led Training

§746.123 (34) Instructor-led training – Training characterized by the communication and interaction that takes place between the student and the instructor. The training must include an opportunity for the student to interact with the instructor to obtain clarifications and information beyond the scope of the training materials. For such an opportunity to exist, the instructor must communicate with the student in a timely fashion, including answering questions, providing feedback on skills practice, providing guidance or information on additional resources, and pro-actively interacting with students. Examples of this type of training include, classroom training, web-based on-line facilitated learning, video-conferencing, or other group learning experiences. Instructor-Led training is LIVE training that includes interaction between the instructor and participants. Technology may allow for instructor-led training as long as it is live, with the participants being able to interact in real time.

Next, we will break down the requirements for self-instructional training which may account for 80% of director and caregiver annual training.

Self Instructional Training

§746.123 (45) Self-instructional training – Training designed to be used by one individual working alone and at the individual's own pace to complete lessons or modules. Lessons or modules commonly include questions with clear right and wrong answers. An example of this type of training is web-based training. Self-study training is also a type of self-instructional training.

Some typical examples of self-instructional training are training from sources such as AgriLife and the American Academy of Pediatrics (AAP). These training examples are offered online, may be completed at the participants own pace, and includes knowledge check questions to be completed before the completion certificate is generated. Before the advancement of technology, many trainers created hard copy modules or training binders that could be purchased. These modules are self-paced, include quizzes, or writing assignments that would need to be mailed to the trainer for their review, and upon completion, a certificate would be issued. Training binders quizzes/writing assignments have also been evaluated for completeness by the center director verifying the completion of the employees training.

A center director that meets the training requirements outlined in §746.1317 (a)(6), can also evaluate the self-paced modules and training binders quizzes or writing assignments for completeness. The director would then issue a training certificate using their trainer credentials and certifying completeness of the training. Directors cannot certify training hours for themselves nor issue training certificates for themselves per §746.1311(j).

An additional form of self-instructional training is self-study training which may not exceed 3 hours per training year.

§746.123(46) Self-study training – Non-standardized training where an individual reads written materials, watches a training video or listens to a recording to obtain specific knowledge that is required for annual training. Self-study training is limited to three hours of annual training per year.

An example of self-study training could be a recorded webinar or a published article online or in print. In either of these examples, there is not an opportunity for interaction, learning checks, or participation. Your training time would be the amount of time taken to read or listen to the training content, not to exceed three hours per training year.

Free Training from AAP Online

- ❖ Reducing the Risk of SIDS and SUID in Early Education and Child Care
- ❖ Medication Administration in Early Care and Education Settings
- ❖ Keeping Children Safe - Injury Prevention in Early Care and Education Settings

More available online at: [American Academy of Pediatrics \(AAP.org\)](http://AmericanAcademyofPediatrics.org)

Additional questions?

If you still need clarification or have questions on annual training, eligible trainers, and training certificates never hesitate to reach out to your local licensing office. While licensing does not approve or regulate trainers, our staff may assist you with minimum standard questions related to trainer requirement or guide you to helpful resources. You may also send your minimum standard questions to MSC@hhsc.state.tx.us.

If you are looking for an opportunity to house all of your professional training and development in one location, CCR encourages you to create a FREE Texas Workforce Registry account.