



Group Child Care Training and Professional Development Resources

Use this guide to learn about:

- Staff training requirements
 - Submitting staff training certificates to The Aspire Registry
 - Finding approved trainers and other resources to promote staff development
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Expansion of Required Trainings

To promote best practices in early childhood education, child care staff must complete a variety of training programs. Staff training requirements under Article 47 of the New York City (NYC) Health Code have expanded. **Trainings once required for assistant teachers only are now required for all teaching staff. There are also new mandated trainings.**

The following table lists each training topic along with which staff must be trained and approved trainers that offer no- or low-cost training. In addition to these resources, you are encouraged to check The Aspire Registry’s Professional Development Finder (available at nyworksforchildren.org/aspire/go/v7/trainings/search) for upcoming professional development and training opportunities. Trainings listed as “Quality Assured” will count toward the following NYC Health Code training requirements listed.

Training Topic	Required For	Trainer Information
Emergency Preparedness	All staff	Professional Development Program (PDP) Early Childhood Education and Training Program Course: Foundations in Health and Safety Training
Shaken Baby Syndrome and Sudden Infant Death Syndrome (SIDS)	All staff	PDP Early Childhood Education and Training Program Courses: Preventing Sudden Infant Death Syndrome and Promoting Safe Sleeping; Prevention and Identification of Brain Injuries, including Abusive Head Trauma (AHT)

Allergic Reactions	All teaching staff* and shelter staff [†]	PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training
Epinephrine Auto-injector Training	Staff (at least one staff person trained to administer an epinephrine auto-injector must be on-site at all times)	<p>Code Ana: Epinephrine Auto-Injector Training[§] (online) American Red Cross: Anaphylaxis and Epinephrine Auto-Injector[§] (online) American Heart Association: Heartsaver Pediatric First Aid CPR AED[§] (online)</p> <p>To find a list of approved in-person trainers, visit ecetp.pdp.albany.edu/findtrainer.aspx. On the website, check the medication administration training (MAT) box and select your county. Contact one of the listed MAT trainers to request the Emergency Medication Administration Overview Including Stock Epinephrine Auto Injector in-person training course. Additional approved in-person trainers can be found at nyworksforchildren.org/aspire/go/v7/trainings/search.</p>
Child Abuse and Maltreatment[‡]	All staff	Mandated Reporter Resource Center (online training can be found at nysmandatedreporter.org/TrainingCourses.aspx) Telephone: 800-836-0903
Infection Control	All teaching staff* and shelter staff [†]	PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training
Mental Health First Aid	All teaching staff* and shelter staff [†]	<p>NYS Association for Infant Mental Health[§] Courses: Infant/Early Childhood (IECMH) Basics Course; Infant and Early Childhood Mental Health First Responses e-learning Module 1; Infant and Early Childhood Mental Health First Responses e-learning Module 2</p> <p>Emotionally Responsive Practice (ERP) at Bank Street[§] Course: Child Mental Health (First Aid for Childcare Providers) Telephone: 212-961-3430</p>

Social Emotional, Cognitive and Physical Development	All teaching staff* and shelter staff†	PDP Early Childhood Education and Training Program [§] Courses: Infant Brain Development; School Age Child Care; Early Intervention; Obesity Prevention Centers for Disease Control and Prevention [§] Course: Watch Me! Celebrating Milestones and Sharing Concerns The Aspire Registry Professional Development Finder [§]
Family Engagement	All teaching staff* and shelter staff†	PDP Early Childhood Education and Training Program [§] Course: Family Engagement The Aspire Registry Professional Development Finder [§]
CPR and First Aid	Staff (at least one staff person who has been trained in CPR and first aid must be on-site at all times)	American Red Cross [§] Telephone: 212-875-2430 American Heart Association [§] Telephone: 800-AHA-USA-1 (800-242-8721)
Food Protection Course	Supervisors of food service operations	NYC Department of Health and Mental Hygiene (NYC Health Department): Health Academy [§] Telephone: 311

*“Teaching staff” include the education director, group teachers, assistant teachers and teacher aides.

†“Shelter staff” refers to child care staff in family shelter drop-off centers.

‡Mandatory child abuse prevention training may contribute to the 15-hour training requirement.

§New or updated training

The following table lists training requirements for all teaching staff, including education directors, group teachers, assistant teachers and teacher aides. Staff must complete at least 15 hours of training every 24 months, choosing from the training topics listed. At least five hours of training must be completed in each 12-month period. The approved trainers listed are no- or low-cost. In addition to the following resources, you are encouraged to check The Aspire Registry’s Professional Development Finder at nyworksforchildren.org/aspire/go/v7/trainings/search for other quality-assured events that meet training requirements.

Training Topic	Trainer Information
Preventing, recognizing and reporting injuries	<p>American Academy of Pediatrics[§] Course: Safety and Injury Prevention Curriculum for Early Care and Education Settings Telephone: 800-433-9016</p> <p>NYC Poison Center[§] Course: Poison Prevention and Medicine Safety Telephone: 646-632-6023 Email: nycpcc@health.nyc.gov</p> <p>PDP Early Childhood Education and Training Program[§] Telephone: Foundations in Health and Safety Training</p>
Lead poisoning	<p>NYC Health Department: Healthy Homes Community Workshops Email: healthyhomes@health.nyc.gov Telephone: 646-632-6023</p>
Asthma and other illnesses and medical conditions	<p>PDP Early Childhood Education and Training Program Medication Administration Training (MAT) Certification Telephone: 518-442-6575</p>
Providing first aid and CPR	<p>American Red Cross Telephone: 212-875-2430</p> <p>American Heart Association Telephone: 800-AHA-USA-1 (800-242-872-1)</p>
Scheduling and conducting guided and structured physical activity	<p>PDP Early Childhood Education and Training Program Courses: Foundations in Health and Safety; Obesity Prevention</p>
Setting up and maintaining staff and child health records including records of immunizations	<p>PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training</p>
Growth and child development	<p>NYC Health Department: NYC Early Intervention Program[§] Email: embeddedcoaching@health.nyc.gov</p> <p>Centers for Disease Control and Prevention[§] Course: Watch Me! Celebrating Milestones and Sharing Concerns</p>

<p>Safety and security procedures for fire safety, emergency evacuation, playgrounds, trips and transportation</p>	<p>American Academy of Pediatrics: Safety and Injury Prevention Curriculum for Early Care and Education Settings[§] Telephone: 800-433-9016</p> <p>PDP Early Childhood Education and Training Program[§] Course: Foundations in Health and Safety Training</p>
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[§]New or updated training

Submit Training Certificates to The Aspire Registry

Training certificates must be current and submitted to The Aspire Registry. NYC Health Department staff access The Aspire Registry to check compliance with training requirements.

Every permitted group child care program in NYC is required to create and maintain an organization account with The Aspire Registry. All program staff must create and maintain their own profiles. For more information, visit nyworksforchildren.org.

To get started, follow these steps. Your program director or administrator needs to:

- Create their own profile with The Aspire Registry.
- Complete an organization profile for your program.
- Introduce The Aspire Registry to all program staff and support them in creating their own profiles and submitting their training and education information.
- Ensure that new staff create a profile with The Aspire Registry within two weeks of their start date.
- Regularly review accounts and support staff in submitting any new documentation.

Other Resources for Early Childhood Professionals

The following organizations provide training, technical assistance, financial aid information and accreditation opportunities for current and aspiring early childhood professionals.

- **New York Early Childhood Professional Development Institute**
718-254-7353 | earlychildhoodnyc.org
- **PDP Early Childhood Education and Training Program**
800-295-9616 | albany.edu/earlychildhood
- **NYC Child Care Resource and Referral Consortium**
888-469-5999 | nycrr.org
- **National Association for the Education of Young Children**
800-424-2460 | naeyc.org