

CRITERIA FOR PROVIDER TRAINING
Virginia Department Of Social Services
Division of Licensing Programs
Rev. May 2007

There are training requirements for directors/administrators and staff in licensed programs/facilities. These criteria are to be used as general guidelines in determining which training should be counted toward meeting the requirements as set out in the program regulations.

To promote the effectiveness of training efforts by licensed facilities, it is recommended that licensed programs/facilities:

- carefully assess the needs of trainees upon employment and at least annually thereafter;
- review and document the reputation and skills of the facilitator, trainer, and/or the company selling the materials;
- assure the fit between the trainees and the facilitator, trainer, or training method; and
- design/plan further training or retraining based on job-performance observations.

Whenever possible, evaluation of participants should be built into the training. At a minimum, there should be a demonstration of knowledge and when appropriate a demonstration of competency in performing the skills presented in the training. The director/administrator or licensee should look for the knowledge and skill gained from training to be successfully applied on the job, as will licensing staffs during inspections.

In selecting a trainer, facilitator, training materials or correspondence courses, the following should be considered:

1. The training topic should be applicable to the individual's job functions and the population that the individual serves. For example, it is not appropriate for an individual who works solely with infants and toddlers to receive credit for attending training geared toward school-age child care.
2. Training content should not be in conflict with the program regulations. For example, it is not appropriate for training content to teach methods of behavior control which include corporal punishment when these are prohibited by program regulations.
3. All training requirements specified in the standards must be met. For example, some standards may require a certain curriculum or an approved curriculum. The Medication Management training for adult programs must use the curriculum approved by the Board of Nursing. Other standards may set requirements on the trainer's qualifications. For example, training for the use of restraints in assisted living facilities must be provided by a licensed healthcare professional.

4. The training level selected (basic, intermediate, or advanced) should be appropriate to the individual's previous education and experience.
5. The training should be conducted by an individual with verified expertise related to the training topic. Verified means documentation exists confirming that the person conducting the training has education and/or experience in the training topic.

6. Training may be acquired through the following:

- ✓ Accredited four year colleges or universities;
- ✓ Accredited community colleges;
- ✓ Conference workshops;
- ✓ Instructor-led training including:
 - Training sessions conducted by the Division of Child Care and Development, The Division of Licensing Programs, other public or private agencies or organizations, provider associations, individuals or companies with verified expertise on the topic; or
 - In-service training offered by the licensed program/facility using an individual with verified expertise on the topic to conduct or lead the training;
- ✓ Self-study programs including:
 - Training offered by the Division of Child Care and Development or The Division of Licensing Programs through such media as TV, audio, video, CD-ROM, web-based or books when the Division oversees the assessment materials and issues the certificate; or
 - Correspondence courses offered through print, TV, video, CD-ROM, books or web-based courses. The individual will maintain copies of all materials submitted to the sponsoring entity along with the certificate or letter of completion. Materials will be available for review by licensing staff upon request.

For child day centers - under the supervision of the director/administrator/training-education coordinator as long as the director/administrator/training-education coordinator has verified expertise on the course topic and can provide guidance as needed. The director/administrator/training-education coordinator should determine the number of training hours to be credited to the individual. The certificate or letter of completion should be issued by the entity sponsoring the course based on successful completion by the individual.

For family day homes - when a certificate or letter of completion is issued by the entity sponsoring the course based on successful completion of work by the individual. It is recommended that the individual complete the study course with consultation and assistance from a colleague or mentor with

verified expertise in the topic, although this may not be feasible at times.

- Use of audio, video tapes, TV, CD-ROM, web-based or books when used in in-service training, under the supervision of a facilitator with verified expertise on the course topic who can provide guidance as needed. The facilitator should determine the number of training hours to be credited to the individual.

7. Documentation of all training for each individual must include the type of training, the name of the trainee, the title of the training, name of facilitator/instructor/training-education coordinator, documentation of the instructor's expertise, sponsoring entity, date of training, and number of contact/or credit hours of training or other documentation defined in specific standards.

[4/27/07 ask]