

Group Child Care Training & Professional Development Resources

As a result of recent changes to Article 47 of the New York City Health Code, staff training requirements have expanded. **Trainings once required only for assistant teachers are now required of all teaching staff. Also, there are new mandated trainings.**

This guide provides resources – for both developing professionally and meeting training requirements.

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:

- **NY Early Childhood Professional Development Institute (PDI)**
(718) 254-7353 | www.earlychildhoodnyc.org
- **Professional Development Program’s Early Childhood Education and Training Program (PDP)**
(800) 295-9616 | www.albany.edu/earlychildhood
- **NYC Child Care Resource and Referral Consortium (CCR&R)**
(888) 469-5999 | www.nyccrr.org
- **The National Association for the Education of Young Children (NAEYC)**
(800) 424-2460 | www.naeyc.org

Aspire Registry Requirements

The Aspire Registry is New York’s Registry for Early Childhood Professionals, designed to help improve the quality of early childhood education by helping people who work with young children find and track high-quality professional development. The online system allows teachers, assistant teachers, directors and trainers to track their education, professional development, training and career goals, as well as find or post professional development opportunities. **Every permitted group child care program in New York City is required to create and maintain an Aspire account, and all program staff must create and maintain their own Aspire profiles.** For more information, visit <https://nyworksforchildren.org/>.

To get started, follow the steps below. Your program director or administer needs to:

- [Create an Aspire organization account for your child care program.](#)
- Create an individual profile.
- Introduce the Aspire Registry to all program staff and support them in creating their individual Aspire profiles and submitting their training and education information.
 - Ensure that new staff create an Aspire profile within two weeks of their start date.
- Regularly review accounts and support staff in submitting any new documentation.

[The Aspire Statewide Training Calendar](#) provides upcoming professional development and training opportunities which may fulfill some of the required trainings listed below. Trainings listed as “Quality Assured” will count towards Health Code training requirements.

Required Trainings

There are a variety of required trainings for child care staff. Some trainings are for all staff, others are for certain types of staff. Please review [Article 47](#) of the Health Code for a complete list of training requirements. **Training certificates must be current and submitted to the Aspire Registry.** Health Department staff will access the Aspire Registry to review teaching staff qualifications and training activities.

The first table below indicates who must be trained, along with some, but not all, of the approved trainers.

Training Topic	Required for	Trainer Information
Emergency Preparedness	All staff	PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training
Shaken Baby and Sudden Infant Death Syndrome (SIDS)	All staff	PDP Early Childhood Education and Training Program Courses: Preventing Sudden Infant Death Syndrome & Promoting Safe Sleeping; Prevention & Identification of Brain Injuries, including Abusive Head Trauma (AHT)
Allergic Reactions	All teaching staff^ & shelter staff*	PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training
Epinephrine Auto-Injector Training	At least one staff person trained to administer an epinephrine auto-injector must be on site at all times	<ul style="list-style-type: none"> ◆ Code ANA ◆ American Red Cross Anaphylaxis and Epinephrine Auto-Injector Tel: (800) 733-2767 ◆ American Heart Association Heartsaver® Pediatric First Aid CPR AED Online Tel: (888) AHA-8883 ◆ PDP Medication Administration Trainers Search for “Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors” Tel: (518) 442-6575
Child Abuse and Maltreatment [†]	All staff	Mandated Reporter Resource Center Tel: (800) 836-0903
Infection Control	All teaching staff^ & shelter staff*	American Academy of Pediatrics: Bug Busting in Early Care and Education Settings Tel: (800) 433-9016
Mental Health First Aid	All teaching staff^ & shelter staff*	Thrive NYC Course: Adult Mental Health First Aid Tel: (888) 692-9355
Cognitive, Social Emotional, and Physical Development	All teaching staff^ & shelter staff*	<ul style="list-style-type: none"> ◆ PDP Early Childhood Education and Training Program Courses: Infant Brain Development; School Age Child Care; Early Intervention; Foundations in Health and Safety; Obesity Prevention ◆ Centers for Disease Control and Prevention Course: Watch Me! Celebrating Milestones and Sharing Concerns
Family Engagement	All teaching staff^ & shelter staff*	PDP Early Childhood Education and Training Program Course: Family Engagement
CPR and First Aid	At least one trained staff person must be on site at all times	<ul style="list-style-type: none"> ◆ American Red Cross Tel: (212) 875-2430 ◆ American Heart Association Tel: (800) AHA-USA-1
Food Protection Course	Supervisors of food service operations	NYC Department of Health and Mental Hygiene Health Academy Tel: 311

[^]Teaching staff include the education director, group teachers, assistant teachers and teacher aides

^{*}Shelter staff refer to child care staff in family shelter drop-off centers

[†]Mandatory child abuse prevention and identification training may contribute towards the 15-hour training requirement

The next table contains training requirements for **all teaching staff**.[^] These staff must complete at least 15 hours of training every 24 months, choosing from the training topics listed below. At least five hours of training must be completed in each 12-month period. The approved trainers listed are free or low-cost.

Training Topic	Trainer Information
Preventing, recognizing signs of, and reporting injuries	<ul style="list-style-type: none"> ◆ American Academy of Pediatrics Safety and Injury Prevention Curriculum for Early Care and Education Settings Tel: (800) 433-9016 ◆ NYC Department of Health and Mental Hygiene NYC Poison Control Center- Poison Prevention and Medicine Safety Tel: (646) 632-6023 E-mail: nycpcc@health.nyc.gov ◆ PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training
Infectious diseases	American Academy of Pediatrics: Bug Busting in Early Care and Education Settings Tel: (800) 433-9016
Lead poisoning	NYC Department of Health and Mental Hygiene Healthy Homes Community Workshops E-mail: healthyhomes@health.nyc.gov Tel: (646) 632-6023
Asthma, and other illnesses and medical conditions	PDP Early Childhood Education and Training Program Medication Administration Training (MAT) Certification Tel: (518) 442 6575
Providing first aid and CPR	American Red Cross Tel: (212) 875-2430 American Heart Association Tel: (800) AHA-USA-1
Scheduling and conducting guided and structured physical activity	PDP Early Childhood Education and Training Program Courses: Foundations in Health and Safety; Obesity Prevention
Setting up and maintaining staff and child health records including records of immunizations	PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training
Growth and child development	<ul style="list-style-type: none"> ◆ NYC Department of Health and Mental Hygiene NYC Early Intervention Program E-mail: embeddedcoaching@health.nyc.gov ◆ Centers for Disease Control and Prevention Course: Watch Me! Celebrating Milestones and Sharing Concerns
Safety and security procedures for fire safety, emergency evacuation, playgrounds, trips, and transportation	<ul style="list-style-type: none"> ◆ American Academy of Pediatrics Safety and Injury Prevention Curriculum for Early Care and Education Settings Tel: (800) 433-9016 ◆ PDP Early Childhood Education and Training Program Course: Foundations in Health and Safety Training

[^]Teaching staff include the education director, group teachers, assistant teachers and teacher aides