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](http://www.earlychildhoodnyc.org)

- **Professional Development Program’s Early Childhood Education and Training Program (PDP)**  
  (800) 295-9616 | [www.albany.edu/earlychildhood](http://www.albany.edu/earlychildhood)

- **NYC Child Care Resource and Referral Consortium (CCR&R)**  
  (888) 469-5999 | [www.nycccrr.org](http://www.nycccrr.org)

- **The National Association for the Education of Young Children (NAEYC)**  
  (800) 424-2460 | [www.naeyc.org](http://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/](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.

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Required for</th>
<th>Trainer Information</th>
</tr>
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<tbody>
<tr>
<td>Emergency Preparedness</td>
<td>All staff</td>
<td>PDP Early Childhood Education and Training Program</td>
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<tr>
<td></td>
<td></td>
<td>Course: Foundations in Health and Safety Training</td>
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<tr>
<td>Shaken Baby and Sudden Infant Death Syndrome (SIDS)</td>
<td>All staff</td>
<td>PDP Early Childhood Education and Training Program</td>
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<tr>
<td></td>
<td></td>
<td>Courses: Preventing Sudden Infant Death Syndrome &amp; Promoting Safe Sleeping; Prevention &amp; Identification of Brain Injuries, including Abusive Head Trauma (AHT)</td>
</tr>
<tr>
<td>Allergic Reactions</td>
<td>All teaching staff^ &amp; shelter staff*</td>
<td>PDP Early Childhood Education and Training Program</td>
</tr>
<tr>
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<td></td>
<td>Course: Foundations in Health and Safety Training</td>
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</table>
| Epinephrine Auto-Injector Training                 | At least one staff person trained to administer an epinephrine auto-injector must be on site at all times | ♦ 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* | 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                       | 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.

<table>
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| Preventing, recognizing signs of, and reporting injuries                      | ♦ 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                                                  | ♦ 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 | ♦ 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