

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES

**LEGALLY-EXEMPT CHILD CARE TRAINING RECORD FORM**

See instructions on page 2 for who needs to complete this form and where to submit it.

TRAINING PARTICIPANT NAME
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**PROVIDER INFORMATION**

NAME OF PROVIDER /PROGRAM DIRECTOR		ENROLLMENT (CCFS) ID NUMBER <sup>1</sup>	PHONE NUMBER (     )
PROGRAM NAME		PROGRAM DBA	
SITE ADDRESS			
BUILDING NUMBER	STREET		APT.
CITY		STATE	ZIP CODE
MAILING ADDRESS (if different from above)			
BUILDING NUMBER	STREET		APT.
CITY		STATE	ZIP CODE

**PROOF OF PRE-SERVICE REQUIREMENT**

For further details on qualifying training, see the Instructions on page 2.

<b>PRE-SERVICE</b>	TRAINING <input type="checkbox"/> <i>Foundations in Health and Safety</i> via E-learning <b>OR</b> <input type="checkbox"/> <i>Health and Safety for Legally-Exempt Providers</i> via Classroom Training	DATE COMPLETED / /
	PRESENTING AGENCY/TRAINER NAME	CERTIFICATE IS ATTACHED? <input type="checkbox"/> YES
	VERIFIED (FOR ENROLLMENT AGENCY USE ONLY)	CERTIFICATE ACCEPTABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO

**PROOF OF ADDITIONAL TRAINING - FAMILY AND IN-HOME PROVIDERS ONLY**

Child care providers who have completed 10 or more hours of approvable training may be eligible to receive an enhanced reimbursement rate. Please list any additional child care training you have taken within the past 12 months and attach the training certificate. For further details on qualifying training, see the instructions on page 2. (NOTE: Not applicable to Legally-Exempt Group Programs)

<b>1</b>	TRAINING TOPIC	DATE COMPLETED / /
	PRESENTING AGENCY/TRAINER NAME	NUMBER OF TRAINING HOURS
	VERIFIED (FOR ENROLLMENT AGENCY USE ONLY)	
<b>2</b>	TRAINING TOPIC	DATE COMPLETED / /
	PRESENTING AGENCY	NUMBER OF TRAINING HOURS
	VERIFIED (FOR ENROLLMENT AGENCY USE ONLY)	

<sup>1</sup> Include Enrollment (CCFS) number if you have one. This number is found on your Notice of Enrollment from the Enrollment Agency. Page 1 of 2

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**INSTRUCTIONS TO  
LEGALLY-EXEMPT CHILD CARE TRAINING RECORD FORM**

- *Legally-Exempt Family and In-home child care programs must complete and submit this form and the training certificate to the enrollment agency as proof of fulfilling the pre-service requirement in compliance with 18 NYCRR § 415.4(f)(7)(vi).*
- *Legally-Exempt Group directors must complete and submit this form and the training certificate to the enrollment agency as proof of fulfilling the pre-service requirement in compliance with 18 NYCRR § 415.4(f)(7)(vi).*
- *Legally-Exempt Group staff and volunteers may complete and submit this form to the legally-exempt group director with the required training certificate as proof of fulfilling the pre-service requirement. Directors must maintain all staff and volunteers training certificates at the child care site in accordance with 18 NYCRR § 415.4(f)(7)(vi).*
- *Legally-Exempt Family and In-home child care programs may use this form to submit any additional training which may make you eligible for the enhanced rate.*

### **I. INDIVIDUALS REQUIRED TO COMPLETE PRE-SERVICE TRAINING**

*OCFS-approved pre-service training is a condition of enrollment to provide subsidized child care.*

This applies to every legally-exempt caregiver, employee with a caregiving role, and volunteer with the potential for regular and substantial contact with children in care except for a grandparent, great grandparent, sibling (if living in a separate residence), aunt, or uncle who are providing care only to a child(ren) related to them with this specific relationship.

#### **A. OCFS-APPROVED HEALTH AND SAFETY PRE-SERVICE TRAINING OPTIONS**

There are two OCFS-approved training options:

- 1) Online "E-Learning" *Foundations in Health and Safety*: This training is available online and can be found by going to [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu),

**OR**

- 2) Classroom Training *Health and Safety Training for Legally-Exempt Providers*: This training may be offered by local enrollment agencies, United Federation of Teachers in the New York City area, and Civil Service Employees Association, Inc. in Upstate New York.

#### **B. PROOF OF PRE-SERVICE**

Upon completion, you will receive a certificate indicating you successfully completed the health and safety course. Attach the certificate to this form and submit both to your local enrollment agency to receive credit for completing the pre-service training requirement. You should also keep a copy of this certificate for your own records.

### **II. PROVIDERS ELIGIBLE TO APPLY FOR ENHANCED RATE**

Providers of legally-exempt family child care and in-home child care who have completed 10 or more hours of approved training annually, in the areas set forth in section 390-a(3)(b) of the Social Services Law, may be eligible to receive an enhanced reimbursement rate once completion has been verified by the enrollment agency.<sup>2</sup>

#### **A. PROOF OF ADDITIONAL TRAINING**

To apply for the enhanced rate, submit this form with the training certificate(s) attached. The OCFS-approved pre-service training may count towards the 10 total hours needed for the enhanced rate.

#### **B. ELIGIBILITY PERIOD**

Once the enrollment agency determines the provider is eligible for the enhanced reimbursement rate, the local social services district must apply the enhanced market rate for a 12 consecutive month period, starting no later than the beginning of the first full month following the date of the notice.

To receive the enhanced market rate beyond the initial 12-month period, the provider must complete an additional 10 or more hours of approvable training annually and submit documentation to the enrollment agency.

### **III. QUESTIONS**

For questions regarding OCFS-approved training, please contact your local enrollment agency.

<sup>2</sup> Per regulation 18 NYCRR § 415.9(j)(2)