



**CHILD CARE LICENSING PROGRAM**  
Division of Public Assistance  
Child Care Program Office

**CCL Regulation Change Implementation Plan**  
**Frequently Asked Questions**

**Regulation: 7 AAC 57.300. Qualifications for an administrator**

Q: Does an administrator need to send their certificates of training for the Health and Safety requirements to their Licensing Specialist?

A: Yes, this is due by December 31, 2018.

**Regulation: 7 AAC 57.340. Supervision of employees**

Q: Do all of the caregivers need to send their certificates of training for the Health and Safety requirements to their Licensing Specialist?

A: No. The Administrator is responsible for ensuring their staff meet the training requirements. Caregivers training certificates need to be maintained in their personnel files at the facility.

**Regulation: 7 AAC 57.350. Orientation and annual training requirements**

Q: Do the Health and Safety Trainings count towards the required annual training hours?

A: In the future this will count towards an employee's first years 24 hours of required annual training for new employees. Currently existing staff have the requirement to complete the required training by December 31, 2018. Any training completed this year in October, November, or December will count towards the employees required annual training hours for this year. After December 31, 2018, the Health and Safety training requirements will only count towards annual training requirements for new staff for their first year of employment.

Q: It is only a requirement for the administrators to submit the training certificates for these Health and Safety Trainings to their assigned Licensing Specialist?

A: Yes. During inspections that occur after December 31, 2018, the employee files will be checked to ensure the training requirements are met for all other staff.

Q: Does in house training count for these Health and Safety Training requirements?

A: In house training will not satisfy the Health and Safety Training requirements. The Health and Safety Training requirements must be obtained from the Alaska's Approved Health and Safety training list. The list is anticipated to grow as more trainings are identified and approved. No changes have been made to the annual training hours, those can be obtained in the same way your program has in the past.

Q: How do we know if a specific training counts?

A: Training must be obtained from the Alaska's Approved Health and Safety training list. Trainings that are believed to meet licensing required standards, will need to be submitted to the Child Care Program Office for review of content areas, and if approved will be added to the Alaska's Approved Health and Safety Training list.

Q: Are the Health and Safety Training requirements transferable if a caregiver moves to a new facility?

A: Yes, a caregiver who has completed the required Health and Safety trainings, can use their certificates of training as proof of completion when transferring to a new child care facility.

Q: Will the Health and Safety Trainings need to be completed every year?

A: The Health and Safety Training requirements is a onetime requirement at orientation and must be completed within 3 months of the caregiver's hire date. Once taken, this training requirement is met. Other health and safety trainings can count towards annual training hours, however, the approved trainings off the Alaska's Approved Health and Safety Training list will only counts once.

Q: Do the Health and Safety Trainings have to be approved?

A: The Health and Safety trainings have to be obtained from an approved course off the Alaska's Approved Health and Safety Training list to meet this training requirement.

Q: Can the Health and Safety Trainings be counted towards a caregiver's required twenty-four hours of annual training for their first year?

A: Yes. These trainings will only count the first year towards a caregiver's required twenty-four hours of annual training.

Q: Does Head Start Performance Standard Training count towards meeting the Health and Safety Training requirements?

A: If there are Head Start Performance Standards Health and Safety Trainings that are believed to meet licensing required standards, they will need to be submitted to the Child Care Program Office for review of content areas, and if approved will be added to the Alaska's Approved Health and Safety training list.

Q: If my facility does not provide transportation, do we have to take the Appropriate Precautions in Transporting Children training?

A: No, in this case that training would not be required for your facility.

Q: Do all caregivers need pediatric first aid and pediatric CPR?

A: Yes. All caregivers need to have pediatric first aid and pediatric CPR.

## **Regulation: 7 AAC 57.410. Information for parents**

Q: What is the suspension and expulsion policy specifically supposed to state?

A: The regulatory requirement is for a facility to have a suspension and expulsion policy. Licensing cannot tell a facility what to put in their policy. Licensing will be reviewing facility's policies to ensure there is nothing in the policy that is in direct conflict with other regulatory requirements and to ensure there is nothing in the policy that could be a violation of regulations.

Facilities will have to create a policy that will work with their program and which addresses and explains to parents what their suspension and expulsion policy is. Regulations require a facility to create a behavior plan with a child's parent for a child with repeated out of control behavior. The plan will then need to be followed as written and must address how it could lead to suspension and/or expulsion, based on the facility's policy. The goal is for continuity of care and to reduce suspension and expulsion, by developing a plan with the parent that addresses what step by step actions will be taken if the child's out of control behavior continues. The goal in developing the plan, is to identify and put in place additional resources to assist the child in being successful while in care at the facility.

To assist facilities in creating a suspension and expulsion policy, Licensing is in the beginning stages of working with *thread* to develop a Licensing Chat which will address the licensing requirements and best practices around behavior guidance plans and suspension and expulsion. We are hoping to have this chat completed and scheduled to present sometime in November 2018.

Q: If a facility's suspension and expulsion policy is already included in their parent handbook does that qualify?

A: Yes, the suspension and expulsion policy needs to be part of a Facility's Parent Policies. If this policy already exists, a facility should already have a parent signature for receipt of these policies on record.

Q: Does a facility's suspension and expulsion policy need to be a separate document that parents sign and return?

A: The suspension and expulsion policy needs to be part of a Facility's Parent Policies. If a facility does not already have a suspension and expulsion policy, the facility will need to create one and make sure they have a signature page for parents to sign when received, to show proof of compliance.

Q: Is there an "Attention To" or a specific form that need to be submitted to address the submission of the suspension and expulsion policy to the department?

A: A facility must send a copy of their suspension and expulsion policy to their assigned Licensing Specialist by December 31, 2018.

**Regulation: 7 AAC 57.535. Behavior guidance**

Q: Does a parent need to sign the behavior guidance plan and put it in the child's file?

A: Yes. The behavior guidance plan needs to be developed with the facility and the parent of the child, and signed by the parent and the administrator of the facility, and maintained in the child's file at the facility.

Q: Does it qualify if the written plan is the School district's IEP or the Infant Learning IFSP?

A: The behavior guidance plan needs to be developed with the facility and the parent. An IEP or IFSP would count if it was developed with the facility and the parent's involvement and addresses the child's plan while in care at the facility, and is signed by the administrator and parent.