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State of Wisconsin
Governor Scott Walker

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators
Child Care Certification Workers

DECE/BECR OPERATIONS MEMO

No: 18-04

DATE: 2/16/18

Child Care

FROM: Mark Andrews, Director
Bureau of Early Care Regulation
Division of Early Care and Education
Department of Children and Families

SUBJECT: Preservice and Continuing Education Training Requirements

CROSS REFERENCE: [s. 48.651, Stats.](#)
[DCF Approved Agencies Offering Non-Credit Courses](#)

EFFECTIVE DATE: APRIL 1, 2018

PURPOSE:

The purpose of this memo is to notify certification workers of new health and safety preservice training and continuing education requirements that will impact certification workers, certified family child care operators, and child care providers/caregivers working in certified family child care programs.

BACKGROUND:

2017 Wisconsin Act 59 was enacted September 21, 2017. The most significant changes in the law, [s. 48.651, Stats.](#), impacting certified child care operators and certification workers are requirements pertaining to preservice training, continuing education and background checks. New requirements regarding background checks will be addressed in a future Operations Memo. This Operations Memo focuses on preservice training and continuing education.

POLICY:

Preservice Training Requirements for Certified Family Child Care Operators:

Under s. 48.651, stats. all certified family child care operators (including in-home operators) and their employees or volunteers shall successfully complete department-approved preservice training that covers specific health and safety topic areas, cardiopulmonary resuscitation and child development. Requirements for preservice training are met by completion of the following department-approved courses for certified family child care:

- Introduction to the Child Care Profession (Module A) AND Fundamentals of Family Child Care or [department-approved alternatives](#).
- CPR training (infant/child): CPR training must result in a certificate of completion. If the certificate of completion does not have a date specifying the length of time for which it is valid, the CPR training must be renewed every year.

A level I (Regular) certified operator shall complete required preservice training by no later than the date of certification. A level II (Provisional) certified operator or an employee or volunteer of a level I or II certified family child operator shall complete department-approved preservice training within the time period specified by the department and as explained below.

Existing Regular operator is defined as any operator who is granted Regular certification prior to 4/1/18. *Existing* Regular operators will need to complete infant/child CPR training by 10/1/18. Any *existing* Regular operator who does not comply with the statutory training requirement by 10/1/18 is out of compliance and may be subject to enforcement action ranging from suspension to revocation.

Existing Provisional operator is defined as any operator who is granted Provisional certification prior to 4/1/18. *Existing* Provisional operators will need to complete Introduction to the Child Care Profession (Module A), Fundamentals of Family Child Care and infant/child CPR training by 10/1/18. Any *existing* Provisional operator who does not comply with the statutory training requirement by 10/1/18 is out of compliance and may be subject to enforcement action ranging from suspension to revocation.

If an *existing* Provisional operator renews their certification after issuance of this Operations Memo (2/19/18) but prior to 4/1/18, the expiration date for the Provisional re-certification category shall be no later than 10/1/18. Effective 4/1/18 a Provisional category shall not exceed 6 months. This limited category will help to ensure certified operators are meeting new preservice training requirements.

New applicant is defined as any application for certification submitted on or after 4/1/18. *New* applicants meeting the requirements for department-approved preservice training may be granted Regular certification. *New* applicants not meeting training requirements may be granted Provisional certification with a category that is not to exceed 6 months. *New* Provisional operators are required to complete department-approved preservice training within 3 months after Provisional certification is granted, starting 4/1/18. A *new* Provisional operator who does not complete preservice training within 3 months from the date Provisional certification is granted is out of compliance and shall be issued a Non-compliance Statement. If the *new* Provisional operator does not complete department-approved preservice training by the Provisional category expiration date (not to exceed 6 months) the certification ends.

Preservice Training Requirements for Providers and Substitutes:

A provider who is an employee or volunteer of the child care operator and who is involved in the care and supervision of children on behalf of the operator is also subject to preservice training requirements. *Existing* providers who are not substitutes but work with the operator to provide care and supervision of children, and providers who replace the operator as the primary provider shall complete department-approved preservice training by 10/1/18. *New* providers shall complete preservice training within 3 months after employment or volunteer work commences starting 4/1/18.

A substitute is someone who replaces the certified child care operator on an infrequent pre-arranged or planned basis. A substitute who replaces the certified operator on an infrequent, pre-arranged basis is not required to meet preservice training requirements until the substitute has worked for 240 hours. If there is no regularly scheduled provider other than the

“substitute” the substitute is considered the “provider” and must meet preservice training requirements within 3 months after employment or volunteer work commences.

Continuing Education:

In addition to preservice training, s. 48.651, Stats. requires all child care providers to complete professional development annually. Regular operators, including employees/volunteers, and a substitute who has worked at least 240 hours in the family child care setting shall complete 10 hours of continuing education annually.

Family child care operators who completed both Modules A and B of the Introduction to the Child Care Profession as preservice training during the operator’s Provisional certification period may use Module B to meet the requirements for continuing education through the end of the initial two-year certification period. After the initial recertification/renewal, the Regular operator shall complete 10 hours of continuing education annually.

Example:

- An applicant is granted Provisional certification 5/3/18 with a Provisional category expiration date of 11/3/18 (6 months maximum Provisional category).
- The Provisional operator completes preservice training (including Module A and B) on 6/27/18 and is granted a Regular certification category 6/27/18 with an expiration date of 5/2/20 (2 years from Provisional category start date).
- The Regular operator is not required to complete continuing education prior to his/her first expiration date of 5/2/20.
- The Regular operator is granted re-certification 5/3/20 through 5/2/22. If the operator completes 10 hours of continuing education by 5/2/21 s/he is in compliance.

At least 10 hours of continuing education annually must be in a topic broadly or specifically related to health and safety or child development and may be non-credit or credit-based education. Types of training acceptable may include workshops, conferences, seminars, lectures, correspondence courses, home study courses and independent reading/viewing of educational materials. The time spent renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours. Failure to comply with continuing education requirements shall result in an issuance of a Non-compliance Statement or sanctions ranging from suspension to revocation. Certification workers shall not modify a family child care operator’s category from Regular to Provisional for violations of continuing education requirements.

AUTOMATION:

Provisional and Regular Categories for Family and In-Home Child Care:

Starting 4/1/18 *new* Provisional certification categories shall be granted for a six (6) month period and may not be renewed or extended. For example, when granting Provisional certification in WISCCRS with a category Begin Date of 4/2/18 the Expiration Date for the Provisional category shall be 10/2/18.

Category Code *	Provisional Certified	
Begin Date *	4/2/2018	
Expiration Date *	10/2/2018	
Status *	Approved	



If the operator submits documentation of preservice training prior to the Provisional Expiration Date, the status of the certification application remains “approved”, the Expiration Date for the Provisional category is modified/ended and a new Regular category is added. In the example below the operator completed preservice training 6/2/18. The Provisional category was modified/ended 6/1/18 and a new Regular category added with an effective date of 6/2/18.

Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date			
Provisional Certified	04/02/18 - 10/02/18	10/02/18		Approved				

Modify the Provisional Category

After modifying the Provisional Category, add a new Category

Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date
New Category					
Provisional Certified	04/02/18 - 06/01/18	06/01/18			

When granting Regular certification, the Regular category is granted for 2 years. The 2-year period includes a combination of both the Provisional and Regular categories. In the example provided, the Regular category expiration date is 4/1/20 because the Provisional category started 4/2/18.

New Category

Prior Category's Expiration Date is 06/01/2018

Category Code * Regular Certified

Begin Date * 6/2/2018

Expiration Date * 4/1/2020

Status * Approved

Continuing Education:

Effective 4/1/18 preservice training and continuing education shall be entered in WISCCRS in the Individuals Module for certified family and in-home child care.

Individual	
Name	John Bowman
Relationship	
Role	Applicant/Licensee
New Individual Training	
Training Type *	Continuing Education
Hours	2
Credits	
Completion Date *	1/5/2019
Next Due Date	
Comments	Communicable Disease Training

Uploading Training Documents:

Starting 4/1/18, preservice training documentation shall be uploaded in WISCCRS in the Individuals Module for certified family and in-home operators. Certification workers may choose to upload continuing education documentation but are not required to do so. Workers shall enter continuing education hours in WISCCRS using the Training module for certified family and in-home operators. Certification workers are not required to upload entry-level training documentation for operators who were granted Regular certification prior to 4/1/18.

Examples of training documentation include certificates of completion for

- Introduction to the Child Care Profession
- Fundamentals of Family Child Care
- Transcript documenting completion of [department-approved credit based courses](#)
- Registry Certificate indicating completion of required training
- CPR training certificate
- Continuing education documentation (upload optional)

CONTACTS:

For child care certification policy questions contact your Bureau of Regional Operations (BRO), Child Care Coordinator BroCCPolicyHelpDesk@wisconsin.gov or the BECR Certification Specialist DCFCertificationSpecialist@wisconsin.gov

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