

Required Orientation Training for all Preschool and SACC staff members

This training is a requirement for all preschool and school-age (before and after school care) child-care staff members used in ratio or left alone with a child. The training must be completed within 30 days of starting employment and prior to being left alone with children.

The orientation is online and may be accessed through the Ohio Professional Registry (OPR) housed at the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRA provides statewide coordination of professional development, training and technical assistance services for early learning and afterschool programs and professionals.

Staff members must **create a profile** in the registry to access the orientation. Please visit <https://www.occrra.org/> and click on the “Manage your Profile” tab on the homepage and follow the steps to create a profile.

The training can be found by typing “**ODE Orientation**” or the Training ID “**ST10108249**” in the Title or Training ID search box. Each module is a self-contained unit that includes activities to complete and a quiz at the end. Once all 8 modules are completed, participants will be able to print a certificate of completion. Instructions on how to print the certificate are included in the training. The certificate should be kept as a part of the staff file. The orientation may be completed in one sitting or taken over several days.

The training covers the following Federal Child Care and Development Block Grant and Ohio Administrative Code requirements:

- prevention and control of infectious communicable diseases including immunization requirements
- prevention of sudden infant death syndrome and the use of safe sleep practices
- medication policies, prevention, and responses to emergencies due to food and allergic reactions
- building and physical premises safety including identification of and protection from hazards, bodies of water and vehicular traffic
- child development and management techniques including the prevention of shaken baby syndrome, abusive head trauma and child maltreatment
- resource for submitting Emergency management plans to the Ohio Department of Public Safety for review per law
- handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
- field/routine trip and transportation safety
- training timelines for age appropriate First Aid and CPR for all staff
- recognition of and reporting child abuse and neglect
- routines and responsibilities including active supervision

Completion of the training will automatically be noted in the participant’s profile in the Registry. Please allow up to 24 hours for the completion to be auto populated.