

Professional Development and Required Certifications and Documents for PRCS Staff Camps-CASA-CASA Academy-Childcare- Preschool-YAS

Developed January 2022 | Reviewed 7/16/2024

Required Annual Training Hours	2
Program Year-the months a program operates from July 1st through June 30th (fiscal year) ...	2
TB Screenings/Tests.....	2
TB Symptoms or Positive Test.....	3
Training hours across various PRCS Licensed/Licensed Exempt programs:.....	3
Collaboration (by Cypherworx).....	3
What is Collaboration?.....	3
Accessing your Collaboration Account.....	4
Certifications and documentation in which staff must always remain current:	4
Collaboration Notifications	5
Reviewing your Collaboration transcript:	6
Instructions to search the Collaboration database of trainings:.....	6
Additional Training for all staff in Licensed Programs.....	7
What does Pre-approved training mean and who approves it?	7
Training Attendance, Punctuality and Accountability:.....	7
Training with fees-who pays?	8
College Courses:	8
Child Development Associate (CDA) Opportunity:.....	8
On-Going Staff Development and Training Goals:	9
Professional Training Development should focus on the following Content Areas/Core Competencies:.....	9
New Hires and Licensing Employee Orientation (LEO)	10

Purpose: To ensure professional development is ongoing throughout the year to meet Virginia Department of Education, Office of Child Care Health and Safety (formerly known as Licensing) Requirements, regardless of program licensure status such as programs operating as-if licensed. Staff are required to obtain 16 hours annually. They should plan a goal of completing 4 hours per quarter of a year, until all 16 hours are obtained. The quarters will be as follows:

1st Quarter: July 1-September 30=minimum of 4 hours

2nd Quarter: October 1-December 31st=minimum of 4 hours

3rd Quarter: January 1-March 31=minimum of 4 hours

4th Quarter: April 1-June 30=minimum of 4 hours

Required Annual Training Hours

All staff in school year programs: Minimum of 16 hours during months of operation, **in addition to new hire training** (LEO Part 1, Part 2 and review of policies and procedures)

Summer Camp only staff: Minimum of 10 hours annually during months of operation, in addition to LEO part 1 and part 2 (staff who have already completed LEO Part 1 in another PRCS program within the last year do not need to repeat)

Adaptive Recreation Camp staff must obtain 24 hours. Mentoring training on-site may be included in the 24-hour requirement.

Substitute staff, including **college students**, should plan to obtain training in the months they are available to work. Training hours for pay cannot exceed working hours on-site in any month.

Volunteers: “Volunteer” means a person who works at the center or site and is not paid, not counted in the staff-to-children ratio and is in sight and sound supervision of a staff member when working with a child. Any unpaid person not meeting this definition shall be considered “staff” and shall meet staff requirements.

Volunteers must be at least 13 years old. Any volunteer 14 years or older needs a CPS check, which can be arranged through Licensed Programs Manager. Any volunteer 18 years or older needs a sworn statement, CPS, and Fingerprint search. They do not need annual training. Volunteers with PRCS that has met all licensing requirements. However, the program they are volunteering for should have the volunteer fill out the [PRCS Volunteer application](#) which documents the following requirements:

1. Name, address, verification of age requirement, job title, and date of **volunteering**
2. Name, address, and telephone number of a person to be notified in an emergency which shall be kept at the center.
3. Documentation that two or more references as to character and reputation as well as competency were checked before **volunteering**.

Volunteers who work more than six hours per week shall receive training on the center's emergency procedures within the first week of volunteering.

Program Year-the months a program operates from July 1st through June 30th (fiscal year)

CASA and YAS: August through June

Preschool: August through May

Daycare: July through June

Camps: June through August

TB Screenings/Tests

Each staff member and individual from an independent contractor shall submit documentation of a negative tuberculosis screening.

1. Documentation of the screening shall be submitted at the time of employment and prior to coming into contact with children.
2. The documentation shall have been completed within the last 30 calendar days of

the date of employment and be signed by a physician, physician's designee, or an official of the local health department.

TB Symptoms or Positive Test

Any staff member who develops symptoms compatible with active tuberculosis disease, regardless of the date of the last tuberculosis screening or assessment, shall obtain and submit within 14 days a determination of Non contagiousness by a physician or local health department.

1. Until such determination is made, that staff member may not be permitted to work at the center.
2. Any staff member who comes in contact with a known active case of tuberculosis or who tests positive on a tuberculin skin test, regardless of the date of the last tuberculosis screening or assessment, shall submit within 30 days a statement indicating that all needed follow-up for the incident has been completed and that the individual is free of tuberculosis in a communicable form. This statement shall be signed by a physician, physician's designee or an official of the local health department.

Training hours across various PRCS Licensed/Licensed Exempt programs:

Any annual training hours offered through a PRCS Licensed Program (that meet the criteria for annual training hours through Licensing) count and can carry over to another Licensed Program in PRCS.

Short-term programs (summer camps) must have 10 training hours. If staff only work in a short-term program, the 10 hours must be obtained from May-August. For staff who work in other school year programs with PRCS Licensed Programs, training hours can carry over. This does not excuse required, mandatory trainings specific to summer camp staff. Additionally, any staff who work in multiple programs can use all training hours attended in all programs to accumulate 16 hours annually.

Temporary positions such as subs, for any licensed program, must be actively working to attend or obtain training hours throughout the year. Actively working will be defined as working at least one full shift per month. If any temporary position is unable to work any shifts, they will be ineligible to attend and receive training credit until they have informed their direct report of a return to work date. The responsibility to renew any expirations requiring a renewal certification that occurs while the employee is not actively working will default to the employee. This includes any fees that apply such as a First Aid and CPR certification or TB renewal that have expired. Additionally, PRCS will not pay hours needed to obtain renewal documents or certificates.

Collaboration (by Cypherworx)

What is Collaboration?

[Collaboration](#) is our training platform software system for all licensed/licensed exempt programs that provides individualized trainings to meet learner needs and professional development. This platform gives opportunity for supervisors and staff to work together on a training plan inclusive of all types, that meet immediate needs/unique situations. All documents required for Licensing will be stored in one

location, accessible to the staff and supervisor at any time. This platform stores training paths for new hires, administration and current staff in addition to live training registrations and resources for all programs. Notifications are sent to the learner when documents or credentials are close to expiring. Instructions on how to renew the credential will be sent in the notification. It is the staff's responsibility to maintain a current, used email address for notifications, and to view their transcript monthly to track progress.

Managers, Coordinators and Specialists are responsible for pulling staff transcripts monthly to ensure all documents are up to date and annual training hour requirements are being met. For staff who hold multiple positions, the primary position will be the reporting group they are assigned to. For instance, if a CASA Leader also works as a Summer Camp Leader, the primary report will go to the CASA Specialist. All other Managers, Coordinators or Specialists will still be able to access the learner transcript to ensure information is updated. The accountability for a complete staff record falls on the learner and their direct report (Manager, Specialist or Coordinator) for their primary position.

Accessing your Collaboration Account

Staff accounts are created administratively. Once an account has been created, your username will be your complete active directory email provided by the county. If you do not have an active directory based on your position (temporary or sub), your account will be created with the email address used on your job application. If you aren't sure which email was used, your manager, coordinator or specialist will be able to assist. All accounts have a default password and staff will be directed to change their password on first access to your account. You can access your account by going to www.collabornation.net.

Username: jane.smith@loudoun.gov

Password: Password1234

Once you reset your password, you will also be asked to enter information such as your emergency contacts.

All staff are responsible for maintaining their account and transcript. Initial access to your account will be through the email provided on your job application or your@loudoun.gov email if you have one. All staff should receive a notification of their initial username and password. The default password for all first-time users is: password1234

Certifications and documentation in which staff must always remain current:

All staff in licensed programs are required to maintain current certifications and documentation in Adult and Pediatric First Aid and CPR, Daily Health, TB test/screening, and background checks, per Licensing and PRCS Policy. Once renewed, the results will be entered administratively in to your Collaboration account.

Credential Type:	Renew every:
Adult and pediatric First Aid/CPR/AED	2 years
Virginia Central Registry-CPS**	5 years
Sworn Statement	5 years

Fingerprint Search (OBI)	5 years
Daily Health Observation	3 years
TB Screening	2 years
Nationwide Sex Offender search**	5 years
Out of State Background searches**	5 years for out of state residents

****School-age programs (Camps, CASA, CASA Academy and YAS do not need these requirements based on status of exemption from licensure.**

Any staff actively working (at least one full shift per month) who allow any certification or documentation requirement to expire will receive a written warning in their personnel file as a first-time offense. If a second-time offense occurs, staff will be ineligible to work and placed on LWOP until documents are complete and current.

Collaboration Notifications

You and your direct supervisor will receive notifications to the email associated with your Collaboration account for documents that are expiring. The notifications will begin at 90 days prior to expiration, then 60 days, then 30 days. Please follow the instructions on the notifications to renew the document. Your immediate supervisor will also receive the notifications. It is the employee responsibility to ensure they receive notifications by keeping the email address used most frequently updated in Collaboration.

Any temporary staff (subs, college students on break) who are not currently working and have expired certifications or expired documents must bring them current at their own expense prior to returning to work.

Who enters what document credentials in to Collaboration after initial hire/renewals:	
Background Search results (renewals and new): Sworn Statement, CPS, Fingerprint, National Sex Offender Search, Out of State Searches if applicable	PRCS Admin: Licensed Program Manager , Camp Daze and Fest Specialist , Children's Programs Admin Asst , Adaptive Recreation Specialist , Camp Daze and Fest Coordinator , YAS
TB screening results	PRCS Admin: Licensed Program Manager , Camp Daze and Fest Specialist , Children's Programs Admin Asst , Adaptive Recreation Specialist , Camp Daze and Fest Coordinator , YAS
Daily Health Observation Certificates	PRCS Admin: Licensed Program Manager , Camp Daze and Fest Specialist , Children's Programs Admin Asst , Adaptive Recreation Specialist , Camp Daze and Fest Coordinator , YAS
Adult and Pediatric First Aid, CPR and AED offered through PRCS main office	PRCS Admin: Licensed Program Manager , Camp Daze and Fest Specialist , Children's Programs Admin Asst , Adaptive Recreation Specialist , Camp Daze and Fest Coordinator , YAS
Outside Trainings not offered by PRCS	Employee who attended the training
Trainings within Collaboration library	Once the training is completed, the certificate is automatically added to the employee transcript
Virginia Preservice Training (10 hours)	Hiring manager assigns to new hire, must be completed within 90 days of start date

Reviewing your Collaboration transcript:

When you log in to Collaboration, there is a small icon at the top right of your screen that is a green person. Click on it and select “transcript”. Scroll below and you can see all documents entered in your transcript, including trainings.

Instructions to enter an outside training:

Save your certificate as a PDF on your device (phone, ipad, laptop, etc.) Log in to Collaboration and click on the green person icon at the top right of your screen. Select “additional training”. Enter all information in the field regarding the training you are entering.

1. Course Title
2. Course Provider (type in the trainer’s name or who offered the training such as “Early Childhood Investigations”)
3. Category-select type of training from drop-down
4. “Label” drop-down, select “add-on training”
5. Enter clock hours (number of training hours credit for this certificate)
6. Enter “description” (title of course and any other relevant information on certificate)
7. Enter “completion date” from the certificate
8. For “lesson status” select “completed” from the drop down
9. Leave grade blank
10. Upload your certificate from the device you are using. You will not get credit without uploading your certificate.
11. Double check all field are completed and click on “submit record”

Instructions to search the Collaboration database of trainings:

Log in the [Collaboration](#). On the left side of the screen, select the icon that says “course catalog”. At the top of the screen, select “show categories”. “Live Events” will take you to the training calendar of events being offered through PRCS.

Follow instructions when prompted for enrolling in a course.

Instructions to register for Daily Health Observation, MAT or MAT Diabetes:

1. All three classes are posted in the events. You can get to the events calendar by clicking on the icon on the left side of your screen
2. Search for the class you need to sign up for. Each class has a maximum capacity and is first-come first-serve. Once you click on the class, you will be able to see how many openings there are. If there are openings, you must select “register”. This will not be an option if there are no openings.
3. Each event includes instructions for taking the course. Alternatively, on the [Licensing Sharepoint Page](#) you can find a schedule of classes, [prerequisite requirements](#), and detailed instructions to register.

Additional Training for all staff in Licensed Programs

All staff working directly with children are required to obtain 16 hours annually at minimum. Any training hours beyond 16 must be approved by a Coordinator or Program/Center Manager. This includes trainings in the Collaboration Library, included in Collaboration.

Managers and Supervisors who do not work regularly on-site with children are not limited to, but only required to take the following trainings annually: Child Abuse and Neglect/Mandated Reporter and Emergency Preparedness Training. Additionally, there are manager courses and various other relative topics in the course catalog within COLLABORATION that may be of value.

Managers and Supervisors may assign topic specific training from the Collaboration course catalog to staff as needed.

What does Pre-approved training mean and who approves it?

All training and paid hours must be preapproved by an after-school specialist or PRCS manager for paid time. This includes free trainings in Collaboration that have not been assigned or trainings that are not offered in-person through PRCS. Core Competencies or licensing acceptable trainings will be offered year-round from PRCS at no charge to the employee. Outside trainings that are not offered by PRCS can be approved by a Program Coordinator or Program Manager. In order to request a training that is outside of PRCS provided options, submit your request in writing 60 days prior to the date of the training to your Program Coordinator or Program Manager for approval*. Staff will not get paid for their time without pre-approval.

**this does not apply to short-term programs such as camps. Please arrange any outside training requests with your camp coordinator*

Training Attendance, Punctuality and Accountability:

All in-person professional development trainings or certification trainings offered by PRCS will have a sign-in sheet or QR Code. All employees are required to sign-in upon arrival. Failure to do so will forfeit any training credit, certification or pay hours. Once the training begins, any late arrivals will be turned away. Staff must fully attend certificate trainings to obtain certificate. Some certificate classes, such as MAT, FA/CPR have skills tests at the end the learner must pass in order to obtain the certificate.

Anyone who registers for a certification class such as Daily Health Observation, First Aid and CPR, Mental Health First Aid or MAT, provided by PRCS, will be charged the fee in its entirety for the class if they do not attend the class, unless an excused absence. In the case of an excused absence, the learner's supervisor must notify the Licensed Programs Manager upon receipt of information, and the fee will be waived. Examples of an excused absence include: a request to be excused at least 48 hours in advance of the scheduled training, the employee is unable to work due to a physical, mental, or emotional illness, disorder, injury, or disability; and/or exposure to a contagious disease when the employee's attendance at duty jeopardizes the health of others. If you cannot attend a class that you registered for, you must cancel it through rectrac (if FA/CPR) or Collaboration. If you do not have access at the time of your cancellation, you must notify your manager so they can cancel you and open the spot for someone else.

If a certification is not obtained due to inability to pass a written or skills test, staff may register to retake the class one more time. Training credit for the course is only given if the course is completed and a certificate has been obtained.

Training with fees-who pays?

1. Online trainings that have a fee of \$100 or less can be requested for approval for PRCS to pay (through Program/Center Manager and Division Manager). Request for approval must be at least 60 days prior to date of training, include justification as to how this training will enhance professional development, and how the training it fits in to your annual training plan goals.
2. Staff will be responsible for any training fees outside of PRCS that are NOT approved by a Program or Center Manager.
3. Staff will not be paid for their time for attending a training that has not been preapproved by a Program or Center Manager.
4. Any trainings offered through PRCS (*except first-time certifications for FA/CPR) will be paid for by PRCS
5. Staff are responsible to pay the class fee if there is failure to show for a FA/CPR class, MAT or Daily Health training in which you registered for. Cancellations must be submitted to your direct supervisor 48 hours prior to the scheduled class to avoid charges. The supervisor must notify the Licensed Program Manager of the cancellation.
6. Fees for unexcused absences:
 - i. MAT-\$90
 - ii. First Aid/CPR-\$40
 - iii. Daily Health Observation-\$20
 - iv. Mental Health First Aid-\$65

College Courses:

College courses can count towards annual training. They must be related to children, childcare, special education, education, child psychology or a Core Competency. One college credit is equivalent to 15 annual training hours. Therefore, a 3-credit course is the equivalent of 45 training hours. Hours only count during the year the course is completed, and staff must pass the class with at least a "C" or "pass".

For more information on who is eligible for tuition assistance through County of Loudoun, please visit: <https://intranet.loudoun.gov/891/Tuition-Assistance-Program>

Child Development Associate (CDA) Opportunity:

PRCS encourages professional and career growth. One way to increase your qualifications for advancement opportunities is to obtain a Child Development Associate Credential. With your active Collaboration account provided by PRCS at no cost to the employee, you may enroll in a CDA Gold Standard Comprehensive Program. Once all 60 courses (120 hours) are completed, you will then be eligible to apply for a CDA credential through Council for Professional Recognition.

While Collaboration offers the courses that meet national accreditation to apply for a CDA credential, please note the following PRCS policies:

1. This is not a requirement of your position, therefore taking the courses will be on your own time and not paid by PRCS. They will, however, count towards annual training hours.

2. Each staff is responsible for any fees associated with the certification which includes the Competency Standards Book and the actual certification once courses are complete.
3. At this time, County of Loudoun does not reimburse for CDA credential costs. The fee associated with applying for a credential after completing all requirements is typically \$500. You can apply for CDA scholarship here: <https://www.vaccscholarship.com/>
4. Upon completion and receipt of your CDA credential, notify your supervisor or manager. Certificates should be submitted in to your Collaboration account.
5. A Q&A document is available through Collaboration that should answer any questions you may have <https://Collaboration.com/child-development-associate-cda/>
6. Any other questions on courses or obtaining the credential certificate can be asked through [Collaboration support hub](#).

On-Going Staff Development and Training Goals:

Training should be centered around planning and implementing intentional, developmentally, culturally, and linguistically appropriate learning experiences that promote the social and emotional development, physical development and health, cognitive development, language and literacy development, and general learning competencies of each child served. Staff are expected to work with their supervisor to identify the best annual training path for the learner needs.

Professional Training Development should focus on the following Content Areas/Core Competencies:

1-Health, Safety and Nutrition

2-Child Growth and Development-physical, cognitive, social and emotional development, Understand and use teaching skills that are responsive to the learning trajectories of young children and to the needs of each child, recognizing that differentiating instruction, incorporating play as a core teaching practice, and supporting the development of executive function skills are critical for young children.

3-Child Observation and Assessment- Understand that assessments (formal and informal, formative and summative) are conducted to make informed choices about instruction and for planning in early learning settings. Use screening and assessment tools in ways that are ethically grounded and developmentally, ability, culturally, and linguistically appropriate in order to document developmental progress and promote positive outcomes for each child

4-Partnering with Families and Communities: Know about, understand, and value the diversity of families, use community resources to support young children's learning and development and to support families, and build partnerships between early learning settings, schools, and community organizations and agencies. Collaborate as partners with families in young children's development and learning through respectful, reciprocal relationships and engagement.

5-The Learning Environment-creating physical and social environments, Modify teaching practices by applying, expanding, integrating, and updating their content knowledge in the disciplines, their knowledge of curriculum content resources, and content knowledge. Understand and value each child as an individual with unique developmental variations, experiences, strengths, interests, abilities, challenges, and approaches to learning, and with the capacity to make choices.

6-Effective Interactions with Positive Guidance- Develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession

7-Program Management-updated PRCS policies and procedures, Identify and involve themselves with the early childhood field and serve as informed advocates for young children, families, and the profession

8-Professional Development- Engage in continuous, collaborative learning to inform practice. actively investigate ways to improve their practice, such as engaging in classroom-based research, participating in conferences and workshops, providing or receiving mentorship, and finding evidence-based resources

New Hires and Licensing Employee Orientation (LEO)

All new hires will attend Licensing Employee Orientation training. This training has many components to prepare employees with quality training that meets all learning styles.

New Hire (or PRCS transfers/promotions from other PRCS programs that are not licensed) for Licensed Programs-Documents and Training Checklist

Prior to start date (the following should be entered in to Collaboration):			
Document/Training	Source	Who is responsible for entering in to Collaboration	Complete within:
Creating an account	Submit information through Collaboration registration link	Hiring manager assists new hire with info, select submit when complete, <u>Licensed Programs Manager will create actual account</u>	As soon as an offer is accepted
Documentation of experience qualifying them for the position (application/resume)	Application From NEOGOV	Hiring Manager	Prior to interview
Three references-completed, signed by staff checking the reference, and dated *internal candidates from a non-licensed program need at least two references, which can include reference check at initial hire and current PRCS supervisor	https://loudouncogov.sharepoint.com/teams/PRCS-Licensing/SiteAssets/Forms/AllItems.aspx?id=%2Fteams%2FPRCS%2DLicensing%2FSiteAssets%2FSitePages%2FPRCS%2DLicensing%2FChildren%27s%20Program%20Reference%20Form%2Epdf&parent=%2Fteams%2FPRCS%2DLicensing%2FSiteAssets%2FSitePages%2FPRCS%2DLicensing	Hiring Manager	After candidate has been interviewed and selected for the hiring process
Emergency Health Information for staff-paper copy for site	Staff will also be asked to complete upon initial access to COLLABORATION Account	Employee with registration in COLLABORATION	Prior to working on-site
Documentation of highest level of education qualifying them for their position in a Licensed Program	Diploma, Transcript, Degree/s earned-must be in English or translated to English	Employee/Hiring Manager-following instructions to upload a credential	Request to bring to interview
Completed Sworn Statement	https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/forms/032-05-0160-10-eng.pdf	Employee/Hiring Manager-original stays with hiring manager. Copy sent to CPD (CPD staff) or LPM (CC/RCC staff) to enter into Collaboration	At time of appointment to complete Fingerprints and

			CPS with PRCS Main office
Completed Nationwide Sex Offender Search	https://www.nsopw.gov/en/Search/Verification#searchDiv	Hiring Manager files in OnBoard and emails search results to CPD (CPD staff) or LPM (CC/RCC staff) for filing in Collaboration	Prior to start date
Completed and returned Search of the Central Registry-Virginia (all staff)	https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/forms/032-02-0151-12-eng.pdf	Employee completes form and submits to CPD (CPD staff) or LPM (CC/RCC staff). The respective admin (CPD or LPM) will enter into Collaboration	Initiate scheduling with LPM (CC/RCC staff) or CPD (CPD staff) hiring admin team-they will file results in collaboration
Completed and returned Search of Central Registry-Out of State* (not applicable to all staff)	https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/guidance_procedures/other_states_instructions_for_out_of_state_cps_searches.pdf	Hiring manager or candidate coordinates with Licensed Programs Manager	Initiate completion with PRCS HR if Sworn statement indicates they have lived out of Virginia within the last 5 years
Fingerprints Search-please use Fieldprint Station in Main Office	Schedule appt in PRCS Main Office	Employee schedules appt with CPD Admin (CPD staff) or LPM (CC/RCC staff).	Initiate scheduling with LPM (CC/RCC staff) or CPD (CPD staff) hiring team
Completed and returned Out of State Criminal History* (not applicable to all staff)	https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/guidance_procedures/other_states_interstate_child_care_background_check_contact_list.df.pdf	Employee works with PRCS HR to complete forms. HR will send results to respective admin (CPD or LPM)	Initiate completion with PRCS HR if Sworn statement indicates they have lived out of Virginia within the last 5 years
TB Test or Screening Rectrac Activity #: 550401-22	Register for test or screening through rectrac. Employee pays \$25 at time of registration. Instructions printed on rectrac receipt	Employee must complete. <i>If not through PRCS, document must be uploaded by hiring manager.</i>	Prior to start date. If using PRCS system, LPM will receive the results and file in COLLABORATION

New Hire Initial Training Hours for all licensed programs (topics in bold are mandatory for Licensed and Licensing Exempt Programs):

Topic	Description:	Documentation needed for training credit to Collaboration	Deadline to Complete:	Training Hours	Paid hours
Licensing Orientation Part 1-All programs	Manager registers new hire for LEO in Collaboration	Filled checklist, initialed and signed or certificate issued by Collaboration	Prior to first day of assuming job	0.0	2.0

			responsibilities		
Program Orientation Part 2 *CASA has Program Orientation, Camps and Centers are in progress and will be done outside of COLLABORATION	Orientation for program specific policies, procedures, curriculum and job expectations	Certificate of Completion in Collaboration	Prior to first day of assuming job responsibilities	0.0	2.0
Virginia PreService Health and Safety Orientation-VDOE *applies only to childcare and preschool staff	Required for all new hires in Licensed Programs https://www.doe.virginia.gov/cc/providers/index.html?pageID=5	Certificate upon Completion uploaded to COLLABORATION Assigned to new hire	Within 90 days of start date	10	10
Self Study #1	Brightwheel and Collaboration	Assigned to new hire by PRCS Admin in Collaboration	Prior to first day of assuming job responsibilities	1.0	1.0
Self Study #2-regular staff	PRCS Welcome Video, Oracle Timecard, ADA and Workplace Safety	Assigned to new hire by PRCS Admin in Collaboration	Prior to LEO Part 1	0	2.0
Self Study #2-temp staff	PRCS Welcome Video, Oracle Timecard, ADA and Workplace Safety	Assigned to new hire by PRCS Admin in Collaboration	Prior to LEO Part 1	0	2.0
Self Study #3	Staff Handbook, Family Handbook, Licensing Regulations, PRCS Policies and Procedures, Program Specific Staff Handbook, Program Specific Family Handbook	Assigned to new hire by PRCS Admin in Collaboration	Prior to first day of assuming job responsibilities	6.0	6.0
Mandated Reporter: Recognizing, Reporting Child Abuse and Neglect	Online course, link listed in COLLABORATION assignment upon new hire registration	Follow assignment instructions in Collaboration to upload to COLLABORATION when completed	Prior to first day of assuming job responsibilities	1.5	1.5
First Aid/CPR	Hybrid: Online (2 hours) and in-person (2 hours) certification	Certificate	Within 30 days of start date	4.0	4.0* if renewing and not expired
Daily Health Observation	Register for virtual class through COLLABORATION	Certificate issued by Grace	Within 30 days of start date	1.5	1.5
Emergency Preparedness	Video in COLLABORATION Library	Certificate upon completion	Prior to start date	1.25	1.25
MAT	Register for class in COLLABORATION	Part 1 Online (2 hours), Part 2 in person (2.5 hours)	As required	8.0	4.5

MAT Renewal	Register for class in COLLABORNATION	Part 1 online (2 hours) and Part 2 in person (2.5)	Within 60 days of original MAT expiration	4.5	4.5
MAT Diabetes	Register for class in COLLABORNATION	Part 1 Online (4 hours) Part 2 in person (4 hours) Must have current MAT	As-needed	8.0	8.0
MAT Auvi-Q	https://mat-elearning.medhomeplus.org/login/index.php	Online only (must have current MAT)- send certificate to Mary Wizbicki	As-needed	0.5	0.5
MAT Rectal	https://mat-elearning.medhomeplus.org/login/index.php	Online Only (must have current MAT)- send certificate to Mary Wizbicki	As-needed	0.75	0.75
“No Small Matter” **optional for short-term programs	Video in COLLABORNATION Library	Worksheet/certificate in COLLABORNATION	Within 90 days of start date for year-round programs	1.5	1.5