

Trainings for Employees

We are a Keystone Stars 4 facility; therefore, ALL staff are required each year to complete an Individual Professional Development Plan and a series of required trainings and professional growth activities.

Please follow the directions listed to create the accounts you will need to complete the required trainings and let us know of any problems, concerns or questions.

Mandated Reporting Training

It's very important that this training be completed within your first 30 days of hire or your position will be terminated!

Go to <https://reportabusepa.pitt.edu>

- Register a new account and sign in.
- Under the red words "**Your Courses**" click on the blue words "**rrca-1089:Recognizing and Reporting Child Abuse**"
- You can leave and come back to this course
- Once you complete the course print the certificate. If you forget to print you can always sign in to print later.

Health & Safety Training

Get Started with Center-Based Care – Revised 2022

(It's very important that this training be completed within your first 30 days of hire or your position will be terminated!)

Go to <http://extension.psu.edu/youth/betterkidcare>

- **Click On Demand Distance Education (In the middle of the page)**
- **Click Sign in to On Demand**
- **Create a new account or Sign into your account.**

To create a new account

- click **No, I am a new customer** and follow the on screen directions until you reach the main screen sign in again then enter your email and password you just created

To Complete training

- **Click** Required Health & Safety and scroll to find **Get Started with Center-based Care - Revised (K6.2, C1. CDA6; 10 hours fee \$0)** this training is free!!
- You can leave and come back to this course as many times as you need until it's finished
- Once you complete the course and take the quiz PLEASE print the certificate. You may print the certificate here at the center also.

Fire Safety Training

Enrollment Coupon Code: **WCADCC1221FS9L**

- Use the following link:
https://thelearningtreenetwork.teachable.com/p/fire-safe-fire-smart131/?preview=logged_out
- You will be immediately directed to the "Sales Page" for the **Fire Safe ... Fire Smart Fire Safety & Preparedness for Child Care, Preschool, & School-Age Child Care Programs**. Do not register for any other fire safety training workshop.
- On the workshop "Sales Page", select the **"Individual" Workshop Registration (Single Seat)** registration option (once selected the background will turn pale green).
- Click the "Enroll Now" button which can be found immediately below the two workshop registration options that are shown on the "Sales Page".
- Follow all the directions for enrolling in the online workshop, including adding the name and address of your child care or preschool program (click light green "Add business details") in the "Billing Address" section, entering the organization's valid enrollment "coupon code" by clicking the light green "Add Coupon Code" button and clicking the light green "Apply" button, and clicking the bright green "Get it for free" button at the bottom of the registration page.
- Once that is completed, you will be immediately taken to the workshop "Course Curriculum" page. Once on that page, you will need to carefully read **all** of the workshop directions, as well as complete the *Workshop Participant & Organization Information Form*, including adding your PD Registry ID number (if you are registered with the Pennsylvania PD Registry), and click "Submit".

IMPORTANT ...

When you complete the workshop, a fire safety training workshop certificate will automatically become available for downloading and printing. The certificate will be located on the left side of the "Course Curriculum" page in the workshop (see below attached photo).

Setting up your Professional Development Registry

Go to www.pakeys.org

- Click PD Registry Login
- Click on **register** in the upper right corner
- You will need to input your information under each tab for **My Personal Profile**
- Under the **employment tab** to designate the West Chester Area Day Care Center as your place of employment:

click **add employment** then enter **12373** in the search and

click on **West Chester Area Day Care Center**

- Write down your "Registry Id" number. You will need to enter that number in your Better Kid Care Account at set up so the trainings you complete can be sent to your Pa Key Account.

STARs Required Training

Once your Pa Key account has been created and you are able to login:

- On the left side of the screen **click on Search Training Events**
- In the course title enter a few words of the training below to find the training listed:
Overview of Keystone STARs: Pennsylvania's Quality Rating and Improvement System (QRIS)
- Scroll down, click on search and click the correct title and then Click on register
- After registering for the course click on “enter the classroom” and complete the training
- After the course has been completed take a screenshot and email to wcadcc@gmail.com also save it to print later for your file
- You are responsible for making sure your certificate or screenshot has been submitted for your file.

Shaken Baby Training

Once your PA Key account has been created and you are able to login:

- On the left side of the screen **click on Search Training Events**
- In the course title enter a few words of the training below to find the training listed:
Understanding, Recognizing, and Preventing Shaken Baby Syndrome/Abusive Head Trauma (costs \$15)
- Scroll down, click on search and click the correct title and then Click on register

Pediatric First Aid/CPR

You are responsible for completing the training on your own PLEASE make sure you are completing the correct type of training. The certificate or card MUST say **Pediatric or Child First Aid/CPR**. It does not need to be through a PQAS trainer but needs to be an approved curriculum. See below for further details on approved courses. If you need help finding a course to take on your own, please ask an administrator.

A Pediatric First Aid course is approved by Keystone STARs if the instructor uses an approved curriculum and/or is PQAS approved for Pediatric First Aid. Organizations that have received Specialty Discipline Organization PQAS approval are the American Heart Association and the Erie County Chapter of the American Red Cross using the Ped Facts curriculum. The instructor should have a current certification as an instructor from American Heart Association, American Red Cross (Ped Facts) and be able to provide cards to participants from one of those approved organizations. Instructors using the American Academy of Pediatrics curriculum (Ped Facts), Medic First and the National Safety Council curriculum should have their own Specialty Discipline number and provide cards to participants from one of those organizations. The instructor should have a PQAS number that begins with an SD-. A practitioner can check on a PQAS instructor's qualifications by searching on the PA Keys website. The website will show that an instructor is approved in topic code 80 (Pediatric First Aid). Check to make sure you will receive a card from one of the approved agencies at the completion of the course. If the above conditions are met then the Pediatric First Aid Training will count for Keystone STARs. [Approved Pediatric First Aid Curriculums: American Academy of Pediatrics \(Ped Facts\) American Heart Association Medic First National Safety Council.](#)

If the WCADCC provides any training, we will give ample notice in order for staff to participate.

Other Trainings to Complete

If you are an Education Major, some of your courses make count towards the required trainings. If that does not apply to you then you will need to complete the required trainings. Better Kid Care offers online trainings in all Knowledge Areas or you may sign up for trainings through Pa Keys you can attend on your own time.

- **You are responsible for completing your grid (see attached) and training hours! Your Individual Professional Development Plan, training certificates, unofficial transcripts and degree progress reports* are to be completed, printed and turned in to an administrator and updated each year!**

*unofficial transcript and degree progress reports are to be turned in as soon as grades are posted at the end of each semester!

Go to <http://extension.psu.edu/youth/betterkidcare>

(you can also google search Better Kid Care and click on Better Kid Care – Penn State Extension then proceed with the following directions I have listed below)

- click **Sign in to On Demand**

If you have an account and have completed previous online trainings with Better Kid Care just enter your email and password and follow the on-screen directions.

Choosing A Lesson

When choosing a lesson scroll through the titles under **All on Demand Lessons** or to complete trainings by Knowledge Area click on the left side of the screen **Lessons - By Content Area (CKC)**.

Better Kid Care offers trainings in all Knowledge areas, so you have many options! For the mandatory trainings, you may complete the following by looking under the following codes/titles:

- K1 Inclusion: Exploring the Meaning and the Mindset**
- K2 Creating Special Moments with Infants and Toddlers**
- K2 Preschooler's Emotional Development: Feelings and Managing Emotions**
- K4 Observation: Discover & Strengthen Connections**
- K5 Dual Language Learner: Strategies for Successful Opportunities in ECE**
- K6 Help Parents and Families be Advocates for Children with Disabilities**

We will help you complete the grid so don't worry!!

Payment/Certificate

Once you have completed the assignments and get to the final 'assessment and payment' screen you will need to either check with an administrator if a payment code is available or pay the \$5 fee by credit card. If you pay with your own credit card, you will get a confirmation email about your payment, please print the email and submit it to Betsy for reimbursement. After completing the assessment print the certificate and give a copy to Betsy for your file. You will also need to update your Professional Development Registry.

If you have any questions or problems with setting up or completing any of the trainings, please see an administrator.