

ST. JOSEPH ACADEMY
(SJA)

Department:	ECEC
Number:	800.28
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I. Policy:

It is our policy, that in compliance with NAC and DCF251.04(2)(h)10 and DCF 251.05(4)(c)1-9, each center director who works more than 20 hours a week shall participate in at least 35 hours of continuing education annually.

Each administrator who works more than 20 hours a week shall participate in at least 30 hours of continuing education annually.

Each child care worker at St. Joseph Academy who works more than 20 hours a week shall participate in at least 25 hours of continuing education annually.

Each administrator, center director, and child care worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education annually.

II. Procedures:

- Continuing education courses completed for credit that exceed the annual requirement for the year may be used to meet the annual requirement in the 2 years following completion.
- Assistant child care teachers who are currently enrolled in their first entry level course are not required to earn continuing education for that year.
- The types of training acceptable to meet continuing education requirements shall be limited to any of the following:
 - a. Formal courses resulting in credits or continuing education units.
 - b. Workshops, conferences, seminars, lectures, correspondence courses, and home study courses.**
 - c. Training offered by the child care center through the use of guest or staff trainers.**
 - d. Documented observation time in other early childhood programs.**
 - e. Web-based training that results in a certificate of completion.**
- Continuing education may be in any of the following topics:
 - a. Prevention and control of infectious diseases.
 - b. Medication administration.
 - c. Prevention of and response to emergencies due to food and allergic reactions.
 - d. Identification of and protection from hazards.
 - e. Building and physical premises safety.
 - f. Emergency preparedness and response planning.
 - g. Handling and storage of hazardous materials.
 - h. Handling and disposal of biocontaminants.

- i. Child growth and development.
 - j. Caring for children with disabilities.
 - k. Guiding children's behavior.
 - l. Nutrition.
 - m. Physical activity.
 - n. Transportation safety.
 - o. Identification and reporting of suspected child abuse or neglect.
 - p. Cardiopulmonary resuscitation.
 - q. First aid.
 - r. Business operations.
 - s. Any other topic that promotes child development or protects children's health or safety.
- Independent reading, viewing educational materials, internet searches, or web-based training that does not result in a certificate of completion may be counted for up to 5 hours of continuing education per year for each person required under subd. 1. to have 25 hours of continuing education, and up to 2.5 hours of continuing education per year for each person required under subd. 2. to have 15 hours of continuing education.
 - Each administrator, center director, and child care worker shall have documentation of the 12-month period included in his or her training year for meeting continuing education requirements and begin a new training year in the same month each year.
 - Each administrator, center director, and child care worker shall provide documentation of work completed to the Assistant Director to record.

Note: The licensee may use either the department's form, Staff Continuing Education Record - Child Care Centers, or the licensee's own form to document the completion of continuing education.

Approved by: Tabarppens
President/CEO

Date: 3/28/2022