

Training Requirements and Recommendations

This document includes requirements and best practice recommendations for providing an ITS-SIDS or EPR in Child Care training. These requirements were developed using feedback from the field of trainers and training partners and meant to make sure that all trainees have the most beneficial learning experience. Only trainers that maintain an active status and are listed on the NC Child Care Health and Safety Resource Center [website](#) may provide training.

- If a **trainer** is unable to meet these requirements, training may need to be rescheduled to a time when the requirements can be met.
- If a **trainee** does not complete the Trainee Agreement and meet all of the criteria included, they should not be awarded a certificate of completion.

Requirements for providing in-person and virtual training:

Before

- Offer the training either in person **or** real-time, virtual (never prerecorded).
- Use current training materials provided by the NC Child Care Health and Safety Resource Center.
- Determine if trainee accommodations are needed including technical support, alternative learning methods or formats, or accessible classroom seating and provide reasonable accommodations.
- Provide trainees with the Trainee Agreement and communicate that they may be asked to retake the training if expectations are not met.
- Have technology ready, be familiar with and comfortable using it, test it in advance, and have a back-up plan for technology failures.
- Send reminders to trainees about the training session.

During

- Provide trainees with a clear training agenda (for example, include timing of activities and breaks).
- Be available at least 15 minutes prior to and 15 minutes after the scheduled training time.
- Provide the training uninterrupted throughout the scheduled time.
- Incorporate opportunities for questions, discussion, and interaction among trainees.

After

- Conduct post-training knowledge assessment or posttest.
- Review evaluations/assessments; use results to follow-up with trainees and improve future training.

Requirements for providing virtual training:

Before

- Verify that each ITS-SIDS trainee has successfully completed ITS-SIDS prior to allowing virtual attendance.
- Enroll a maximum of 10 trainees **per trainer**, with a 20-trainee limit. Therefore, two trainers are required for 11-20 trainees.
- Use video conferencing software that is available for the duration of the training. Test technology in advance and be familiar with and comfortable using it. Do not use messaging software not meant for hosting a meeting (such as Facetime or Google Meet).
- Use a computer with a camera, microphone, and internet that is stable for the duration of the training and on which documents can be shared. Do not use a cell phone to present a training.
- Ask about trainees' technology needs, provide instructions about technology if they are unfamiliar, and offer accommodations such as captions or subtitles.
- Develop a process for collecting rosters, evaluations, pre-tests, and post-tests from trainees electronically by using an online survey tool, by email, or similar.

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Requirements for providing virtual training, continued:

During

- Have a co-trainer or facilitator help with admitting trainees, monitoring chat, addressing technology issues, and/or other issues.
 - A co-trainer is a second active trainer that can provide training and answer content questions.
 - A facilitator is not trained in the topic being provided, but is someone who can help with technology, monitoring participation, and providing general assistance with the training.
- Incorporate tools and activities to facilitate interaction and engagement (for example, icebreakers, polls, whiteboards).
- Conduct periodic checks of attendance by ensuring:
 - Cameras are on and trainees are physically present.
 - Active participation and responding to the trainer or facilitators prompts (for example, questions in chat, polls, activities).

Best practices to support in person and virtual training:

These are best practices for training preparation, facilitation, and assessment. This is not intended to be an all-inclusive list; trainers may add additional best practices to ensure effective training.

Before

- Enroll a maximum of 20 trainees (if more than 10 in a virtual training, two trainers must be present).
- Offer both in-person and virtual training to accommodate the diverse needs of the trainees.
- Clearly communicate training objectives and intended outcomes.
- Be prepared. Have materials ready and be comfortable with providing the training content.

During

- Ask open-ended questions and pause for responses.
- Acknowledge and incorporate trainees' experiences as early educators and other real-life experiences.
- To foster engagement, incorporate brief icebreakers at the beginning and stop screen sharing during discussion so that trainees can see and interact with one another.
- Avoid long periods of lecturing without break or options for participation.
- Use breakout groups with clear instructions about what the group should be discussing and accomplishing.
- Remain respectful of and professional with trainees throughout the training.

After

- Follow up or check in with trainees after the training (for example, telephone, technical assistance visits, additional training, etc.).

NC Child Care Health and Safety Resource Center reserves the right to:

- Observe any training session. Trainers may be asked to provide information on upcoming trainings so that they can be observed for quality assurance purposes.
- Update training requirements to ensure model fidelity and effectiveness of all training provided.