

Licensing Training Requirements

for Early Educators in Center Settings



TRAINING REQUIREMENTS	Director	Teacher	Substitute Teacher	Aide 1	Aide 2	Cook	Driver (if alone in the vehicle, must meet Aide II qualifications)	Volunteer (see OAR 414-305-0360(3))	Substitutes (see OAR 414-305-0360(1) & (2))	Multi-Site Coordinator*
<p>Oregon Administrative Rules, Oregon Department Early Learning and Care, Child Care Licensing Division, Chapter 414, Division 305 Certified Child Care Centers.</p> <p>Oregon Department of Early Learning and Care, Child Care Licensing Division Self-Study Trainings, https://oregon.gov/delc and Professional Development, https://oregon.gov/delc</p>										
<p>Orientation within the first 10 days of hire and before having unsupervised access to children.</p>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<p>RRCAN within 30 days of hire and prior to having unsupervised access to children</p>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<p>ICCHS within 30 days of hire and prior to having unsupervised access to children</p>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<p>Safe Sleep If the facility is licensed to care for infants (children 6 weeks to 12 months old), within 30 days of hire and prior to having unsupervised access to infants</p>	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
<p>Food Handlers within 30 days of hire if involved in food preparation, including serving meals from a communal source, putting away leftovers or preparing bottles.</p>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
<p>Pediatric CPR and First Aid within 90 days of hire</p>	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
<p>Foundations of Learning within 90 days of hire.</p>	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
<p>Program Management Training 10 hours of training in the core knowledge category of PM verified in ORO; or must obtain 10 hours within the first year.</p>	Yes	No	No	No	No	No	No	No	No	Yes
<p>Ongoing Annual Training (15 total hours) Must include at least 8 clock hours in child development and 1 hour in health, safety, and nutrition (HSN). ★Substitute teachers and substitute aide IIs who provide care for 240 hours or more per licensing year at one or more sites operated by the same organization must also complete at least 15 clock hours of annual training.</p>	Yes	Yes	No★	No	Yes	No	No	No	No★	Yes

OAR 414-305-0360(2) A certified child care center must ensure that substitutes counted in the staff-to-child ratio meet qualifications for the position they hold.

OAR 414-305-0360(3) If a certified child care center uses a volunteer to meet staff-to-child ratios, the center must document how the volunteer meets the qualifications of the position they are filling, including CBR enrollment.

*According to 414-305-0100(31) "**Multi-site Program**" means a single organization oversees or administers multiple single classroom sites, in which no individual site has a licensed capacity of more than 20. In this program, director duties are shared between on-site personnel and a multi-site coordinator.

You are entitled to language assistance services and other accommodation at no cost. If you need help in your language or other accommodation, please contact the Child Care Licensing Division at 503-947-1400.