

SECTION 23 TRAINING

- 23.1 Orientation. Within the first two weeks after commencing employment, newly employed members of the staff of a facility must be given a written and oral orientation program and be trained by the facility Director, or a designee trained by the Director, in the policies, procedures, and programs of the facility, including the requirements set forth in these Regulations. Training received as part of the orientation may not be applied towards the initial course of training or additional training as required in this Section. The orientation must address, at a minimum:
- A. Any Regulatory requirements that govern the facility;
 - B. The goals and philosophy and the policies and procedures of the facility;
 - C. Any planned programs or activities of the facility;
 - D. The policies and procedures for relating to parents;
 - E. Meal patterns and food-handling policies and procedures;
 - F. Dealing with occupational health hazards for caregivers, including, without limitation, paying attention to the physical health and emotional demands of the job and being aware of any special considerations of a caregiver who is pregnant;
 - G. The emergency health and safety procedures of the facility; and
 - H. The general health and safety policies and procedures of the facility, including, without limitation, policies and procedures concerning:
 - 1. Hand washing techniques and requirements as set forth in Section 19 of these Regulations;
 - 2. Techniques for diapering and for assisting in the use of a toilet if care is provided to children in diapers or children needing help with using a toilet as set forth in Section 29 of these Regulations;
 - 3. Identifying hazards and methods for preventing injuries;
 - 4. Techniques for preparing, serving and storing food for employees who are involved in any of the activities concerning food for children at the facility;
 - 5. Excluding a child from the facility due to illness, and the manner in which illnesses are transmitted between persons;
 - 6. Methods for preparing formula if formula is prepared at the facility;

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7. Any precautions and other measures that should be taken to prevent exposure to blood and other bodily fluids, and policies and procedures to follow in the event of exposure to blood and bodily fluids; and
8. The administration of medication.

*23.2 Initial courses of training. Every caregiver and each Director who is employed in a child care facility, other than in a facility that provides care to ill children, shall complete, within 120 days, except for as noted in Section D below, after commencing his/her employment in any child care facility, an initial course of training which must include:

- A. A course in Prevention and Control of Communicable Diseases in the Child Care Setting, which meets the requirements of Subsection 22.2.J.1; and
- B. Certification in the administration of cardiopulmonary resuscitation as required pursuant to Section 22.2.G; and
- C. Two or more hours concerning the administration of first aid; and
- *D. Two or more hours in the recognition and reporting of child abuse and neglect needs to be completed within 90 days of employment and needs to be repeated every five years thereafter; and
- *E. Two or more hours of training in the administration of medication, which must include, without limitation, training in the prevention of and response to food and other allergies; and
- *F. Two or more hours of training in building and physical premises safety, which must include, without limitation, training in the storage of bio-contaminants and other hazardous materials; and
- *G. Two or more hours of training in emergency preparedness and response planning for emergencies resulting from natural or human-made event; and
- *H. Two or more hours of training in lifelong wellness, health and safety of children, which must include, without limitation, training relating to childhood obesity, nutrition and moderate or vigorous physical activity; and
- I. Three or more hours in child development or guidance and discipline specific to the age group served by the facility in which the Director serves or in which the person is employed.
- *J. If the person is employed at a facility that cares for children under the age of 12 months:
 1. At least two hours concerning Sudden Infant Death Syndrome; and

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2. One hour of training in the prevention of shaken baby syndrome and abusive head trauma;
- *K. If the facility provides transportation, one or more hours of training in precautions to be taken when transporting children for each person who will provide such transportation;
- L. The initial courses of training must be obtained if such training has not been completed within the 24 months prior to employment at the facility.
- *23.3 Additional Training. Within 12 months after commencing a position as a Director or a caregiver in a child care facility, each person, in addition to completing the above listed training and training in child development as listed in Section 22.2.D, shall complete at least 24 hours of training in professional development as required in Section 23.4 of these Regulations.
- A. The training required by this Section must be designed to:
 1. Ensure the protection of the health and safety of children; and
 2. Promote the physical, moral, and mental well-being of each child enrolled in the facility.
 - B. If the facility is a Special Needs Facility, training must also be designed to provide information on the characteristics of handicapping conditions and appropriate programs for children with special needs. The training must be established or approved by an agency designated by the Bureau of Services for Child Care or by the Agency.
- *23.4 Continuing training. A person may use training completed pursuant to Section 23.2 to count towards the 24 hour training requirements set forth in Section 23.3. All caregivers must complete minimum of 12 of their additional yearly training hours into the care, education, and safety of children specific to the age group served by the child care facility in which the person is employed and must be approved in accordance with the Regulations. Not more than three hours may be training in how to perform cardiopulmonary resuscitation.
- 23.5 Approval of training. Training requirements may be satisfied by taking an early childhood and education course offered by a community college or university, seminars, workshops or other forms of training. All qualified training must be approved by The Nevada Registry or its successor organization. If the training is not approved by The Nevada Registry or its successor organization, or any other agency designated by the Director of the Agency to approve training, or if the Agency has not designated another agency to approve training, the training must be approved by the Bureau of Child Care Services or by the Agency. Training that has not been approved will not be used to satisfy the training requirements herein.

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- 23.6 Verification of training. Evidence that an employee has completed the courses must be included in his personnel file at the facility and available for review upon request.
- 23.7 Specialized training. If required by the facility Director or owner of the facility, a member of the staff shall participate in any specialized training related to child care which is offered in the community.
- 23.8 Continuing training hours. A Director, licensee or caregiver may not receive credit toward the program of training required by this Section for hours of training received concerning the administration of first aid more than once every 36 months.
- 23.9 Volunteers. For purposes of this Section, a volunteer who works in a facility and participates in specialized child care training as defined by the facility Director, is a member of the staff of the facility.