



Department of Public Health and Human Services

Child Care Licensing-QAD ♦ PO Box 202953 ♦ Helena, MT 59620-2953 ♦ phone: 444-2012 ♦ fax: 444-1742

Steve Bullock, Governor

Sheila Hogan, Director

Date: June 26, 2019

To: MT Child Care Professionals

From: Child Care Licensing Program (CCLP)

Re: Required Health & Safety Orientation

Health & Safety Licensing Orientation REQUIRED FOR LICENSE RENEWAL

All teaching staff* are required to complete Health & Safety Orientation training within 90 days of hire and a review every 3 years.

*Includes directors, early childhood teachers, assistant teachers, lead teachers, substitutes and trainees.

- For a full list of Health & Safety Licensing Orientation courses, please visit: <https://dphhs.mt.gov/qad/licensure/childcarelicensing/frequentlyaskedquestions#757808268-what-courses-are-required>

Please plan ahead to avoid licensing issues which could affect payments.

Health & Safety Review Course: 2019-2022 REFRESHER COURSE REQUIRED EVERY 3 YEARS

Review of Health & Safety will be available on-line starting July 1, 2019 and in-person at your regional CCR & R on or after July 15, 2019.

Those who took the **Health & Safety Overview in 2016** will have an additional 90 days after their 3-year anniversary of the course completion date.
(Ex: If I took the course July 15, 2016, I have until Oct 15, 2019 to complete the refresher)

Those who took all 8 **Montana Child Care Licensing Orientation** courses will have 3 years from the date they complete the last Licensing Orientation course before they will be required to complete the refresher course.

Don't remember when you took the Health & Safety Overview or completed the Orientation courses? Please visit <https://www.mtecp.org/registry/Reports.aspx> to view the professional development record for dates of completion.

Please visit <http://www.ChildCareTraining.org/> to enroll for above courses.