

Family, Friend & Neighbor TRAINING REQUIREMENTS

Course information

All on-line training courses are available at www.Childcaretraining.org

An access code is needed to enroll in the course(s) The ACCESS CODE is: **HCeibcTm**

HEALTH AND SAFETY OVERVIEW

- This four-hour on-line training, and is required for **all FFN providers**
- This training must be completed before the initial license is approved.

FFN FUNDAMENTALS

- The FFN Fundamentals course replaces the LCP Orientation course, and is required for **all FFN providers**.
- This class must be completed within 60 days of registration.

CPR/FIRST AID CERTIFICATION (hands-on)

- This training is required for non-relative care providers.
- Call your local Child Care Resource Center, local fire dept., etc. for class availability.

Child care training - ongoing

- Child care providers are required to enroll in 8 hours of training before licensing renewal. A course list will be provided soon and will be posted to the Child Care Licensing website.

Accessing the on-line courses

- Open a web browser and in the address bar of the browser, enter the web address: <http://www.childcaretraining.org>
- If you are new to ChildCareTraining.org, you must create a user account. On the FFN Orientation enrollment page, click **Enroll Now** to start the registration process.
- Once your account has been created, log in.
- Scroll down to the bottom of the course catalog - Family, Friend & Neighbor
- Complete all module quizzes and activities to submit your course for grading. Child Care Training will be in contact with you within 3 business days.
- Check your email for course notifications. If you pass the course, you will receive an email with a link to download your certificate. You can also download your certificate by returning to the course.
- Child Care Licensing (FFN Program) will be notified when you have completed your required course(s). FFN Fundamentals and Health and Safety courses are required to receive Best Beginnings Scholarship payments.
- Contact cct@childcareresources.org or call 800-728-6446 with any problems. The Child Care Resources will assist participants during office hours, 8-5 M-F, except holidays.
- If you are unable to access this course from home, the local Child Care Resource and Referral Agency or public library has computers and the Internet.
- You'll need Adobe Reader to open files for this course. It can be downloaded free from <http://get.adobe.com/reader>.