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Office of Child Care Licensing

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TO WHOM IT MAY CONCERN:

Community-Based Training is offered to the child care workforce by an entrepreneurial trainer or organization. **The Office of Child Care Licensing (OCCL) will continue to accept community-based training in the core topic areas listed in *Delacare* Rules when training is appropriate to the type of care the individual provides.** OCCL does not recommend or endorse any specific individual community-based trainer. Community-based trainers do not need to secure approval from OCCL.

It is the responsibility of the Licensee, Provider or Staff Person to ensure that training he/she successfully completes and submits to fulfill annual training hour requirements is provided by a knowledgeable trainer and will support the goals of his/her professional development plan. Trainings must comply with *Delacare* Rules to be accepted toward meeting the child care workforce qualifications for specific positions or annual training requirements. Only trainings in the core topic areas listed in *Delacare* Rules will be recognized by OCCL. Trainings should be presented to a minimum of three (3) participants.

Community-based trainers must provide their own certificates to participants attesting to their successful completion of the training. This certificate must contain at least the following information:

- Name of the Trainer, and/or Training Agency
- Title of Training
- Number of Clock Hours – the actual time the participant spends in the instructional portion of the training. (Min. 1 clock hour)
- Type of child care for which the training is intended (such as family, center, or residential)
- Age(s) of children targeted (such as infant, toddler, preschool, or school-age)
- Topic Area(s) – A single topic area is acceptable but use of the designation “multi-topic” will not be accepted. Trainings encompassing multiple topic areas must list topics individually along with the number of clock hours in each area.
- Date(s) of Training (month, day(s), year)
- Location of Training (name and address)
- Participant’s Name (Participants must be required to provide a picture ID to the trainer or sponsoring agency.)
- Name and original signature of the Trainer
- Listing of trainer’s professional credentials (Credentials, certifications, or licenses are optional EXCEPT when offering any information related to the cause, diagnosis, treatment, care or management of children’s physical or mental illnesses, diseases, syndromes, or disorders.)

Community-based trainers or training agencies assume the responsibility for the quality and content of the training presented and all aspects associated with the training such as cost, registration, collection of fees, marketing/advertising expenses, cancellation policy, securing training sites, schedules, etc.

With the emphasis on training and education of the early care and education workforce, there will continue to be a demand for high quality training. OCCL encourages community-based trainers and those seeking professional development training to educate themselves about the **Delaware Institute for Excellence in Early Childhood**, the framework for professional development and the quality-assured approval process. Community-based trainers are strongly encouraged to consult with the Institute and pursue approval for any training sessions currently offered or planned. The Institute is located at the University of Delaware and can be contacted at [www.dieec.udel.edu](http://www.dieec.udel.edu) or at 302-831-3239.

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