

### Asynchronous Orientation: Critical Information

*How does an independent study version of Orientation satisfy the 6-hour regulatory requirement like face-to-face or online version does?*

An independent study version of Orientation should still take six hours to complete, between reviewing materials, taking assessments, following up with the trainer, and completing any other supplementary assignments. The trainer must maintain proof of participation and a method to gauge participation. A participant 'confirming' by any method that they have read or completed materials **DOES NOT COUNT!** The trainer is responsible for verifying those assignments and/or assessments are submitted, completed and the content is understood. The participant should never have access to answer keys. Prompts and assignments should be reviewed by the trainer with the participant in-person, over the phone, e-mail or another way of communication as works best for the trainer and participant.

Only KY Credentialed Trainers who have completed the 'Intro to Orientation' Training of Trainers are permitted to train on this regulatory training and have access to the trainer notes, materials, and answer keys for assignments.

*What types of training materials and instructions are presented to training participants (providers)?*

Participant information can be given to providers in a hard copy format, however the content should be clearly marked by section: Recommended Practices, Health, Safety and Sanitation, and Child Abuse. The trainer should give clear instruction on how to work through the information. The trainer should verify and check in at certain points to gauge participation and transfer of knowledge. **This information should never include trainer notes or answer keys.** Orientation is a critical component of our state and federal regulations, statutes and laws. This information is many providers' "introduction" to the ECE field and is critical baseline information and knowledge in child development, child abuse detection, maintaining health and safety, and more.

*What kinds of tests are taken, and how are they graded?*

The 'Intro to Orientation' Training of Trainers that is required to be taken by any trainer offering Orientation includes "checkpoints" at the end of each of the three main sections. There is a self-assessment in each section, along with an application and exercise for each concept of that section. These should be submitted to and discussed between the trainer and the participant. While the Division of Child Care does not require a grade to be submitted to ECE-TRIS, it is generally accepted for a participant to have an 80% or higher score to demonstrate competency without assistance. **Neglecting to maintain records of participation can result in adverse action by the Cabinet.**

*Are there two modes of training offered as required by regulation?*

Orientation is not an exception to the regulation. Orientation offered in any non face-to-face format must have alternative modes of delivery. Per 922 KAR 2:240 Section 11 (6)(b): A training cannot consist solely of reading an article, reading an article and answering questions; watching a video, or watching a video and answering questions. Please contact your CCA Training Coach if you need ideas on how to ensure your trainings meet these requirements.

*If a group purchase occurs of the training, do all individual providers receive permanent access to the orientation folder either in hard copy or online?*

Many providers may want to keep their Orientation materials after completing the training, to keep and refer to during their time as an ECE professional. There are many additional resources within Orientation that new professionals may find beneficial. The participants should not have continuing access to assignment materials and/or answers, trainer notes, or any other documents that could be transferred to another learner that would dictate answers.

*Are these orientation hours posted with TRIS within the 10-day timeliness requirement?*

Yes, all Kentucky Credentialed Trainers are required to comply with the Ten Day Timeliness Requirement for data/credit entry. To clarify, this is ten calendar days, not business days.

If you have any questions, please contact your Child Care Aware Training Coach. Follow this link to find the Training Coach in your area: <https://www.childcareawareky.org/about-child-care-aware/coaches/>