

## **Section 11. Staff Requirements**

*(19) A staff person shall not accumulate more than fifteen (15) hours of training in a twenty-four (24) hour period.*

### **How will this change impact Kentucky Early Childhood Credentialed Trainers or Kentucky training organizations who enter training and participant credit into ECETRIS?**

- Best practices and programmatic changes in ECETRIS for training and credit based on the training delivery method have been made and are outlined below.
- Being aware that your participants may now only receive partial credit or 0 clock hours when you are assigning credit.
- Kentucky Certifications/Credentials will follow current best practices to enter each session. This includes: the Commonwealth Child Care Credential, Directors Credential, Trainer's Credential, and CDA pathways through approved Kentucky training agencies.
- How to Train Other Adults training type is excluded from the hours per day calculation. This is because these hours do not count towards licensing clock hours.

### **Programmatic Changes in ECETRIS**

- Training Request and Create Webinar/WBT/Independent Study Pages
  - Create a Webinar/WBT/IS request page (used by Kentucky Training Organizations and Credentialed Trainers)
    - If requested training is a delivery method of web-based online/on-demand or Independent Study, the credit will not exceed 15 clock hours per program.
    - Webinar programs will allow over 15 hours on the request page, but a one-day webinar session created based on a program cannot exceed 15 hours.
  - Training Request Page (for training approval when a presenter is not a Credentialed Trainer)
    - New field to ask if the request is part of a certification program.
    - If training is 'part of a certification program' the credit *may* exceed 15 clock hours per session.
      - Courses submitted that indicate they are part of a certification program will be vetted and/or audited before approval.
    - If a training does not meet the guidelines for a 'certification course', the system will not allow >15 per single training date.
  - Creating a new Face-to-Face Training will only allow >15 hours if the training spans more than one day.

## Discussion on Regulation for Hours Per Day Maximum 2:090

- Webinar sessions (created based on a program) will only allow 15 hours if the course spans a date range.

### • **Assign Credit page**

- When entering participant credit, the page will calculate the number of available hours for that date per person.
- Credit hours will automatically adjust to the remaining number of hours available.
  - If partial hours occur, a note will be inserted into the training detail notes with the reason for partial credit.
- If no hours are available for the individual, the credit will be written as 0 clock hours on their training record. This is to show completion.

*Example: 2/15/25 Angie has 13 hours on her record for this date. The agency is trying to add 3 hours of credit. This would put the sum for the day at 16 hours which is over the limit. So, 2 hours (partial credit) is awarded to reach the sum of 15 hours for 2/15/2025.*

## **Best Practices on Determining Completion Dates**

*Completion dates are very important and should be carefully considered because of their impact on licensing annual review periods, repeatability for IS and WBTs, and the limit of 15 hours per day.*

- With an independent study (IS) delivery method, the completion date is considered the date the trainer receives the assignments.
  - IS credit should not be based on when the user reports completion.
  - The receipt of assignments is the date to use. Email or fax date received, or postmark date on mailed assignments.
  - Instruct training participants to submit the IS as soon as completed rather than submitting multiple IS trainings at 1 time. This is to prevent hours from going over 15 hours on the date received and assigned.
  - Individuals should be encouraged to monitor their trainings and hours per day.
- Credit for Web-based/Online training is the date all content is completed within the Learning Management System (LMS). Your LMS should have a method to track when all content is completed and that date within the LMS should be used.
- Face-to-face/Webinar training is the actual date the trainer and participants gathered.