

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATION MANUAL

Kentucky Early Care and Education Credentialed Trainers Training Their Own Staff

Revised Policy Clarification

10/12

Situation: The policy clarification issued April 2008 regarding a credentialed trainer training their own staff states a credentialed trainer:

- Contracted to present a training sponsored by a Division of Child Care recognized training organization shall be allowed to train all **registered** participants.

The Division of Child Care is restating this clarification to address multiple situations that have arisen when an owner or employee holding a trainers credential trained an employee of the same child care center or family child care home.

Clarification: The policy clarification issued on 4/08 is rescinded. In accordance with 922 KAR 2:240 Kentucky Early Care and Education Trainer's Credential, amendments effective July 1, 2012, Section 11: *"General Training Requirements: (1) Except for an employee of a child care center program authorized by 42 U.S.C. 9831-9852, no owner or employee holding a Kentucky Early Care and Education Trainer's Credential shall train an employee of the same child care center or family care home to meet the training requirements"*.

Therefore, with the exception of Head Start:

- An owner or employee holding a trainer's credential is **not** permitted to train staff employed at the **same** Child Care Center or Family Child Care Home at any time.
- A Credentialed Trainer employed by an organization that manages multiple early care and education centers/homes may train all participants as long as the credentialed trainer address is **not** the same as the training participants.