



Dear Prospective Child Care Provider,

You are receiving this letter because you have expressed an interest in becoming a child care provider and have requested an application from the NYS Office of Children and Family Services. The Child Care Network has planned an upcoming class that is required to become a licensed child care provider. Health and Safety: Competencies for Becoming a Family or Group Family Child Care Provider will be held on **October 23rd, 24th and 25th, 2023 from 9AM – 3PM**. We typically run a class once every quarter, therefore our next class after this will be scheduled sometime in the 2023-2024 Winter.

You must begin the application process to become a family child care provider through the Office of Children and Family Services prior to attending the class. For questions about the application process, please call us at the numbers listed below.

There are **two steps to complete** in order to register for the Health and Safety class. Please scroll down for the flyer and the two-step process information. These classes will be held at the **Salvation Army building at 37 Broad St, Glens Falls, N.Y.** Currently, we are able to schedule a small class in the space we have available. Please understand that if things worsen in NYS and we are mandated to close, this class will be cancelled, and your money will be refunded. Unfortunately, we are not able to run the class as a virtual training.

Funding may be available to help you start your business, including payment for this course. For more information please contact Lynn Sickles at the Child Care Network. 518 798-7972, ext. 204 or email sicklesl@saccn.org.

Health & Safety Trainers:

Patty Miller
Early Childhood Specialist
(518) 798-7972 ext. 211

Jorgey Wethington
Provider Services Coordinator
(518)798-7972 ext. 209



Health & Safety Training: Competencies for Becoming a Family or Group Family Child Care Provider



A 15-hour training program, **required** for becoming a registered or licensed family child care provider, is being offered by the Southern Adirondack Child Care Network (SACCN). Learn how to enhance the quality of your new program and run a business that keeps children healthy and safe from potentially harmful situations in early childhood settings.

Monday, October 23rd, 2023

9AM-3PM

Tuesday, October 24th, 2023

9AM-3PM

Thursday, October 25th, 2023

9AM-3PM

The fee for this **required** training is \$250.00 which must be received with the registration in order to secure your space. To run this class: minimum registered participants 2, maximum 4.

To register, please complete the form below and mail it with your check or money order made payable to SACCN at 37 Everts Avenue, Queensbury, NY 12804 OR to pay by credit card register online at www.saccn.org/registration. **Also, follow step 2 on the enclosed instruction sheet.** For more information contact the Child Care Network at (518) 798-7972 or toll free at (800) 807-3224.

----- cut & mail with payment or call by October 19th, 2023 -----
Health & Safety Training Registration
October 2023

Name _____ Application/License # _____

Address _____

Phone _____ Email _____



Registering for Health & Safety Training: Competencies for Becoming a Family or Group Family Child Care Provider is now a two-step process.

Step 1. Follow the directions on page 2 for making your payment to the Child Care Network. When paying by check or money order, fill in the bottom of the form and mail your check or money order to our office as listed on the form. When paying by credit card or PayPal follow the online registration link on the form.

Step 2. You must also register for this specific class online as follows:

- Go to ECETP e-Learning at <http://www.ecetp.pdp.albany.edu>
- Click on find training
- Enter the start date as February, 13th 2023 and click the box next to Health & Safety just below the start date, scroll down to find the correct training offered by Southern Adirondack Child Care Network.
- Click on the training name, and apply for this training.
- After you click apply, a window will open to either log in or create an account if you do not yet have one. Save your log in information as you will need it to print your certificate and access other trainings throughout your career as a child care provider.
- Once you are logged in, it might take you directly to the page to register for the training/OR it might have you register for the training again. Enter all of the required information (your license registration number will be on the inside cover of your child care application) and click APPLY.
- You will receive an email informing you of your status. I will need to accept or decline your application from my end based on if the class has filled or if there are openings. You will receive another email when your status has been confirmed.

This is a process required by NYSOCFS. If you have any trouble with Step 2, Please contact me at the Child Care Network (518)798-7972 ext. 211. I will be happy to walk you through it. I do not expect this class to fill, however, if it does and you have paid the fee we will contact you and promptly refund your fee.