



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 **March 25th, 26<sup>th</sup> and 27th, 2024 from 9:30AM – 3:30PM**. We typically run a class once every quarter, therefore our next class after this will be scheduled sometime in the Spring of 2024.

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 **Southern Adirondack Child Care Network Office at 16 Pearl Street, Suite 109, Glens Falls, N.Y.** Currently, we are able to schedule a small class in the space we have available. Please understand that if Covid worsens 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](mailto: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.

<b>Monday, March 25th, 2024</b>	<b>9:30AM-3:30PM</b>
<b>Tuesday, March 26th, 2024</b>	<b>9:30AM-3:30PM</b>
<b>Wednesday, March 27th, 2024</b>	<b>9:30AM-3:30PM</b>

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 (approximately) 8.

To register, please complete the form below and mail it with your check or money order made payable to SACCN at P.O. Box 593, Glens Falls, NY 12801 OR to pay by credit card register online at [www.saccn.org/registration](http://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 March 1st, 2024-----  
Health & Safety Training Registration  
March 2024

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 March 25, 2024 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.