July, 2008

Dear Colleague:

This letter contains important updates and changes. Please read each section carefully. If you have any questions, your licensor or registrar is ready to help.

**Training Requirements:**  Good News! Effective immediately, The Division of Child Care Services will permit an individual to transfer their training hours between day care programs. Training hours can be transferred to a new day care employer when the date of the training falls within the new employer’s licensing/registration cycle.

- The transferred training hours may not be substituted for the 15 hours of initial training required of new employees within the first six months of their employment, but may count toward the remaining 15 hours required.
- Day care staff must also complete training in all nine of the topic areas listed in regulation.
- The person requesting the transfer of training hours must be able to provide the new employer with appropriate documentation verifying the training hours completed.

**Training Tracking Forms:** The Division of Child Care Services has developed two forms for the purpose of recording training hours. We are confident that these forms will assist you in recording and tracking training hours. Form # **OCFS-4880** is used to record an individual’s completed training topics and hours and can also be used to transfer training hours between day care programs. Form # **OCFS-4879** is used to record completed training topics and hours of all program individuals. Providers/Directors are asked to sign and submit this form at renewal. Both forms are included in this mailing. The forms will be added to the Division’s website at: [http://www.ocfs.state.ny.us/main/becs/becs_forms.asp](http://www.ocfs.state.ny.us/main/becs/becs_forms.asp). You may also order copies of the forms from the warehouse by calling (518) 473—0971.

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I hope this update has been helpful. Have a safe and enjoyable summer season and thank you for all you do for the children and families of New York State.

Sincerely,

Janice M. Molnar, Ph.D.
Deputy Commissioner
Division of Child Care Services