

Dear Child Development Home Provider,

Welcome to ChildNet Certification! This is one of the first steps to identifying your program as one of quality to yourself and to the parents that you serve! Serving Iowa's greatest resource, the children, is a professional choice worthy of noting!



Please review the following policies for the initial certification process as well as for recertification. Child Care Resource and Referral's mission is to provide resources, education, and advocacy to support quality child care. Contact your local CCR&R Child Care Consultant to begin the ChildNet Certification process.

ChildNet Certification Eligibility Requirements

The Child Development Home Provider must meet all ChildNet Certification eligibility requirements including:

- Completion of all ten ChildNet modules within a 12 month period
- Holding a current registration as a Child Development Home Provider
- Actively participating with the Child and Adult Care Food Program
- Proof of liability insurance coverage for their child care business
- Currently caring for children other than their own
- Maintain certification in First Aid, Adult, Child and Infant CPR, and Mandatory Child Abuse Reporter Training

It is recommended that the provider schedule an onsite ChildNet Certification visit with designated CCR&R staff within one year of completing the ChildNet training. CCR&R staff will observe and document 100% compliance with CCR&R Consultation Guide and the ChildNet Certification Checklist. Providers should refer to the ChildNet Best Practices and the ChildNet Certification Checklist to prepare for the certification visit.

ChildNet Certification Visit

The provider will need to have all necessary files and documentation accessible required to meet registration requirements, listed below, to attain 100% compliance:

- Provider file complete with health statements for all household members
- Children's files with required forms (Provider will complete Children's File Review chart)
- Emergency drill records
- If applicable, pet records on required forms
- If applicable, files for assistant and/or co-provider with health statement, background check forms, training records
- If applicable, files for substitute with health statement, background check forms, training records
- If applicable, record of hours a substitute was used with date, time and name of substitute
- If applicable, Category B providers need a chart showing part time hours used each month

If the provider has completed the CCR&R Consultation Guide with a CCR&R Child Care Consultant in the past 90 days and is 100% compliant this does not need to be repeated at the certification visit.

The provider will need to submit, via mail or email, the following documentation prior to the certification visit being scheduled:

- All 10 ChildNet module certificates (CCR&R can complete an on-site verification)
- Enrollment Form*
- Copies of current certification in CPR, First Aid, and Mandatory Child Abuse Reporter training
- Documentation of liability insurance coverage (This may include the actual insurance policy or a signed letter from the provider's insurance agent verifying)
- A blank copy of provider's child care contract
- A copy of provider's child care policies
- Long and short term goals*
- A copy of daily schedule of activities

**CCR&R form provided during series or a copy can be requested from CCR&R Child Care Consultant*

Upon achieving 100% compliance with CCR&R Consultation Guide and the ChildNet Certification Checklist, a ChildNet Agreement will be signed by the Child Development Home Provider and designated CCR&R staff.

*If the provider has not reached 100% compliance with CCR&R Consultation Guide and the ChildNet Certification Checklist, CCR&R staff will assist the provider in developing an individualized written ChildNet Certification Improvement Plan to reach 100% compliance. (See **ChildNet Improvement Plan** below.)*

Upon receipt of a signed ChildNet Agreement, a ChildNet Certification certificate will be mailed to the provider and ChildNet Certification will be noted in referrals to parents.

ChildNet certification is valid for a two year period corresponding with the provider's registration expiration date. The first re-certification period may be less than two years depending upon the agreement that was in place when certification was achieved.

ChildNet Improvement Plan

If the provider has not reached 100% compliance with CCR&R Consultation Guide and the ChildNet Certification Checklist, CCR&R staff will assist the provider in developing an individualized written ChildNet Certification Improvement Plan to reach 100% compliance.

- The Improvement Plan will include strategies to make corrections, target dates for correction and follow-up by CCR&R staff. The Improvement Plan may require providing written documentation and an additional certification visit to document necessary corrections.
- If the provider does not complete the corrections identified in the Improvement Plan and schedule a second visit within 6 months from the initiation date on the Improvement Plan, the provider may not reapply for ChildNet certification for one year.

ChildNet Re-certification

Child Care Resource & Referral will send a recertification letter to the provider 2 months prior to their ChildNet Certification expiration date.

If the provider does not respond to the ChildNet Re-certification Letter and schedule a visit by the ChildNet expiration date, the provider is no longer considered to be ChildNet certified.

To re-certify, the provider must meet all ChildNet re-certification eligibility requirements below:

- Completion of a total of 32 hours of professional development for each two year renewal period. The additional 8 training hours required for ChildNet Certification must be earned in a group setting. The provider will document this on the Child Care Provider Training Requirements Form* completed, listing at least the minimum number of required training hours
- Holding a current registration as a Child Development Home Provider
- Actively participating with the Child and Adult Care Food Program
- Proof of liability insurance coverage for their child care business
- Currently caring for children other than their own
- Maintain certification in First Aid, Adult, Child and Infant CPR, and Mandatory Child Abuse Reporter Training

**CCR&R form provided during series or a copy can be requested from CCR&R Child Care Consultant*

If the provider is not 100% compliant with CCR&R Consultation Guide and the ChildNet Certification Checklist, CCR&R staff will assist the provider in developing an individualized written ChildNet Certification Improvement Plan to reach 100% compliance (See **ChildNet Improvement Plan** above.) ChildNet Certification will lapse until the Improvement Plan is completed.

If a provider has let her/his ChildNet certification expire and wants to re-certify, the provider may become re-certified by meeting all ChildNet certification eligibility requirements and the successful completion of a re-certification visit by designated CCR&R staff. If a provider lets their ChildNet certification lapse because they have not met the required 32 hour training total, they may not reapply for one year.