

Guidance for Training Courses Online from Child Development Services 5/20/21 Update

The Child Development Services (CDS) unit at DHS continues to provide critical services to child care providers during the COVID-19 pandemic when many providers are struggling to stay open and safe for families that need their programs. In order to protect the health of our essential child care providers, we will continue to follow the [Stay Safe MN plan](#) as conditions change and require us to shift our approaches based on public health recommendations from the Governor's office and local case rates of infection that vary throughout the state. Child Development Services encourages independent trainers and training sponsor organizations to consult the Stay Safe MN plan and the summary of changes announced May 6, 2021, which are embedded in the [Stay Safe MN plan](#) regarding updated safeguards such as physical distancing, mask use and indoor capacity restrictions as they develop individual/agency plans and policies regarding in-person training delivery.

Trainers and training sponsor organizations should take the time needed to assess risk and develop an individual/agency COVID-19 preparedness plan as required per the [Governor's Executive Order 20-74](#). Please follow the recommendations the health experts at the Centers for Disease Control and Prevention and the Minnesota Department of Health, the [Stay Safe MN plan](#), as well as legal counsel. It is not preferable, but it is permissible for independent trainers to deliver DHS owned courses in-person at this time. It is not permissible for independent trainers to deliver DHS owned courses virtually.

As an alternative to in-person delivery, independent trainers can continue to convert the courses they own to deliver as online training. If you would like to convert your approved classroom course content to offer as an online course, please follow the guide from Achieve: [Course Approval Guide](#). Feel free to contact Achieve at nicky@mncpd.org or 855-378-3131 (option 3) with questions regarding the online trainer requirement or online course submission assistance.

During the Peacetime Emergency Child Development Services temporarily waived the training requirement for online trainers who need at least 16 clock hours of training or one semester credit related to the design and delivery of online training. MNCPD Achieve staff individually informed trainers that added online trainer status during the Peacetime Emergency that they should take try to meet the training requirements as soon as possible if they wanted to retain their online training status once the Peacetime Emergency is lifted.

When the COVID-19 Peacetime Emergency declaration is lifted, Trainers will have 60 additional days to complete these 16 hours of online training in order to continue offering their own courses in any type of online delivery environment. If you choose not to complete the training, your temporary online trainer status will end and your online courses will expire. Trainers will receive notification of the end of the Peacetime Emergency once it is lifted and a deadline date for the online training requirement to be completed. One way to complete this requirement is to attend course 196399: Good Teaching is Good Teaching Anytime online through Eager to Learn. If you have a different training or semester credits you would like to apply toward this requirement, MNCPD Achieve requests you send in a syllabus with the training certificate that outlines how the training meets the 16-hour time period and the design and delivery content.

The Department of Human Services is committed to keeping you up to date on these policies as this pandemic ends. If you have additional questions, feel free to contact MNCPD – Achieve at support@mncpd.org.