Hawaii Department of Human Services Early Childhood Registry
Health & Safety Training Cover Sheet for Licensed and Registered Providers

- This cover sheet must be submitted with any copies of certificates and/or college transcripts for credit towards meeting the annual on-going Health & Safety Training requirements, via mail.
- One (1) coversheet may be used for multiple documents submitted all together.
- It is the sender's responsibility to ensure that their proof of completion of on-going training is submitted correctly to be counted toward the required hours of on-going training.

Please note, requirements between the Health & Safety Training and the Voluntary service of the Registry are different. Caregivers who want their on-going training to also count towards their professional development in the voluntary part of the PATCH – DHS Early Childhood Registry shall continue to complete the reflection sheet and submit it along with the Health & Safety Training coversheet and certificate of training or copy of college transcript.

Please print clearly

SECTION A: PERSONAL INFORMATION					
Legal Name:	Last:	First:			M.I.:
Last 4-digits of Social Security No:		Date of Birth:		Registry ID no.:	
Contact no.:		Email Address (optional):			

SECTION B: DOCUMENTTION

For credit towards on-going Health & Safety training (check all that apply):

☐ Fully Completed Health & Safety Training Cover sheet

☐ For each non-credit bearing training completed, a copy of a certificate issued from the training organization or trainer for each training, with the following required information:
- Name of the training;
- Organization/source providing the training;
- Date of the training;
- Number of training hours completed;
- Name of the trainee; and
- Name and signature of the trainer, when applicable.

☐ For any credit bearing college courses, a copy of a college transcript for any credit-bearing college courses relevant to child care, child development or early childhood education that the individual has completed within the annual period.

Training Topics completed for the attached Certificates and/or official college transcript are from the following approved topic areas (check all that apply):

** There is no minimum amount of time required per training **

	Hrs taken		Hrs taken
☐ physical care of the young child;		☐ community resources;	
☐ care of the sick child;		☐ prevention of child maltreatment and abuse;	
☐ child nutrition;		☐ first aid and child cardiopulmonary resuscitation;	
☐ child growth and development;		☐ health and safety;	
☐ children with special needs;		☐ child care business or program management;	
☐ learning activities and play;		☐ physical environment;	
☐ family engagement;		☐ safe sleep training (if permitted to care for	
☐ managing challenging behaviors;		☐ children less than one (1) year of age)	

SEND COMPLETED COVERSHEET AND ATTACHMENTS TO:

PATCH
ATTN: DHS Early Childhood Registry
560 North Nimitz Hwy., Suite 218
Honolulu, HI 96817
https://www.patchhawaii.org/programs/dhs-hawaii-early-childhood-registry/

For assistance, please contact PATCH at (808) 839-1791

REV. 10/2024

DIRECTIONS

1. Read the information at the top of the cover sheet.
2. Print legibly and fully complete Section A.
3. Accurately complete Section B to identify the documents for submission.
4. Mail completed coversheet and supporting attachments to PATCH (see cover sheet).

BASIC QUESTIONS & ANSWERS

Question: Who is required to complete annual Health & Safety Training and how many hours of training are required?
Answer: Licensed, registered, and exempt providers are required to complete annual Health & Safety Training. Requirements vary between licensed and registered providers and exempt providers.

16 hours of training required	Directors, teachers, assistant teachers, aides, lead caregivers, caregivers, program leaders, assistant program leaders, and FCC providers and caregivers.
10 hours of training required	Substitutes
8 hours of training required	Volunteers who serve ten (10) hours or more per week

Question: Why must I submit my certificates and/or official college bearing credits to PATCH?
Answer: PATCH, through a contract with the Department of Human (DHS)to provide Registry services, tracks the progress of providers inmeeting the annual training requirements.

Question: How do I meet the annual training requirements?
Answer: On-going training of sixteen (16) hours must be completed within a specified twelve (12) month period and annually thereafter. On-going training shall be in at least two (2) of the approved topic areas. To be counted toward the required hours of on-going training, the individual must provide (a) or (b):

(a) For each non-credit bearing training completed, a copy of a certificate issued from the training organization or trainer for each training, with the following required information:
   1. Name of the training;
   2. Organization/source providing the training;
   3. Date of the training;
   4. Number of training hours completed;
   5. Name of the trainee; and
   6. Name and signature of the trainer, when applicable

(b) A copy of a college transcript for any credit-bearing college courses relevant to child care, child development or early childhood education that the individual has completed within the annual period.

Question: What happens after I submit my proof of completion of on-going training to PATCH?
Answer: For providers who correctly submit their proof of completion of on-going training, PATCH will process their submission without any further contact to the Provider.PATCH will follow-up on incomplete submissions. If PATCH is not able to contact the sender of the incomplete submission,PATCH will disregard the submission.

Question: Who do I contact if I want to follow-up on my submission and/or get an update on my Health & Safety Training progress?
Answer: You may contact PATCH at (808) 839-1791.