South Dakota Early Childhood Enrichment

Orientation Training Requirements for New Providers & Employees

Starting December 2019, all new staff can access a revised online classroom to complete the orientation training. This new classroom has more interactive features, additional learning feedback and allows for the staff to reset passwords from their email account. From this date forward, please follow these steps for any new staff that need to complete the SD Orientation to Child Care trainings.

Create Your Account
1. Navigate to **www.sdstate.edu/tll/frn**.
2. Click on **Online Orientation to Child Care** in the right-hand menu for current directions.
3. Navigate to **traininghouse.sdstate.edu**.
4. In the upper right corner, click **Log in**.
   a. Non-SDSU Users: Click **Non-SDSU Users login here**.
      i. Select **Create new account**.
      ii. Fill out the required fields and select **Create my new account**.
   b. SDSU Users: Click **SDSU User Login**.
      i. Fill in your username (firstname.lastname) and password and click **Login**.
5. **An email will be sent to the email address you listed. Check your email to find instructions to complete your new account registration.** If you do not see the email, be sure to check your Spam or Junk email folder.

Register for Orientation to Child Care
1. Navigate to **traininghouse.sdstate.edu**.
2. Select either **Non-SDSU Users login here** or **SDSU User Login**, depending on what account you created.
3. Fill in your **username** and **password** and **Log in**.
4. Scroll down to the list of **Available courses** and select **SD Orientation to Child Care**.
5. Click the Self enrollment link and enter the word "**childcare**" in the box. Click on **Enroll me**.
6. Complete the Registration Survey in order to gain access to the orientation trainings.

Access the Course
1. Navigate to **traininghouse.sdstate.edu**.
2. Select either **Non-SDSU Users login here** or **SDSU User Login**, depending on what account you created.
3. Fill in your **username** and **password** and **Log in**.
4. Scroll down to the list of **Available courses** and select **SD Orientation to Child Care**.

Frequently Asked Questions

1. **Is this new training different than what staff took before?**
   This is a new training platform, but the training content is the same the SD Orientation to Child Care which was in offered in D2L. We are asking that **new staff** use these directions for taking Orientation to Child Care training starting in December 2019.

2. **Who is required to take the orientation training?**
   All new child care providers, newly hired staff members or volunteers working in a registered or licensed child care program, within 90 days of hire.

3. **What are the orientation training requirements?**

   Orientation training is required within 90 days after employment for the following topic areas:
   1. Prevention and control of infectious diseases
   2. Prevention of sudden infant death syndrome and use of safe sleep practices
   3. Administration of medication
   4. Prevention and response to emergencies due to food and allergic reactions
   5. Building and physical premises safety
   6. Prevention of shaken baby syndrome and abusive head trauma
   7. Emergency preparedness and response planning
   8. Handling and storage of hazardous materials and the disposal of bio-contaminants
   9. Appropriate precautions in transporting children, if applicable
   10. Recognizing and reporting child abuse and neglect (https://apps.sd.gov/SS60ReporterVideoTraining/Introduction.aspx)
   11. Child Development
   12. First aid
   13. CPR certification (Must be completed in person with hands on skills testing. **Please contact your local Early Childhood Enrichment Program for the next class.

4. **For providers that already completed Orientation to Child Care, can they still access the training certificates from D2L?**
   Yes, you will have access to your completed trainings on D2L at **d2l.sdstate.edu**. Please direct all new staff and providers to start Orientation Training at **traininghouse.sdstate.edu.**

5. **Does orientation training count toward annual training requirements?**
   Yes, the orientation training will count for required annual training hours when taken in your first year of employment.

6. **Whom do I contact for questions or technical support with the SD Orientation to Child Care trainings?**
   You can contact the Family Resource Network by email at sdsu.frn@sdstate.edu or by phone (605) 688-5730. The FRN staff are able to assist callers Monday-Friday 8am-5pm. Update to date directions for SD Orientation to Child Care will be found at: **https://www.sdstate.edu/tll/frn/orientation-child-care**