



Orientation Training Requirements for New Providers & Employees

All providers shall, within ninety days after the date of employment, complete and obtain documentation of orientation training. Before a provider may care for children without supervision, the provider must complete orientation training in each training area. Please follow these steps for any new staff that need to complete the SD Orientation to Child Care trainings.

For assistance, you may contact the **Child and Family Resource Network** by email at SDSU.FRN@sdsu.edu or by phone **(605) 688-5730**. Staff are available to assist Monday-Friday 8am-5pm.

Create Your Account

1. Navigate to <https://www.sdsu.edu/child-and-family-resource-network>.
2. Click on **Statewide Child Care Provider Training** on the right-hand side of the webpage.
3. Click on **Orientation to Child Care** for current directions.
4. Navigate to <https://traininghouse.sdsu.edu/>.
5. In the middle of the page, select the correct log in credentials.
 - a. **Non-SDSU Users**: Click **Non-SDSU Users log in 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**.
6. **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 <https://traininghouse.sdsu.edu/>.
2. Select either **Non-SDSU Users log in here** or **SDSU User Login**, depending on what account you created.
3. Fill in your **username** and **password** and **log in**.
4. Use the **search bar** in the **middle of the page**.
 - a. **Search SD Orientation to Child Care**.
5. Select **SD Orientation to Child Care**.
6. Click the Self Enrollment link and enter the word "**childcare**" in the box. Click on **Enroll Me**.
7. Complete the Registration Survey in order to gain access to the orientation trainings.

Access the Course

1. Navigate to <https://traininghouse.sdsu.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 **My Courses** and select **SD Orientation to Child Care**.



Ongoing Health & Safety Training Level II

The Level II online, on-demand series is designed to meet ongoing training requirements for staff working in state licensed and registered child care programs who have completed Level I SD Orientation to Child Care training series. The Level II training is to be taken within 5 years of employment or Level I Orientation training as long as it was taken within the first 90 days of employment.

For assistance, you may contact the **Child and Family Resource Network** by email at SDSU.FRN@sdstate.edu or by phone **(605)-688-5730**. Staff are available to assist Monday-Friday 8am-5pm.

Create Your Account

1. Navigate to <https://www.sdstate.edu/child-and-family-resource-network>.
2. Click on **Statewide Child Care Provider Training** on the right-hand side of the webpage.
3. Click on **South Dakota ECE Ongoing Health & Safety Training Level II** for current directions.
4. Navigate to <https://traininghouse.sdstate.edu/>.
5. In the middle of the page, select the correct log in credentials.
 - a. **Non-SDSU Users**: Click **Non-SDSU Users log in 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**.
6. **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 Ongoing Health & Safety Training Level II

1. Navigate to <https://traininghouse.sdstate.edu/>.
2. Select either **Non-SDSU Users log in here** or **SDSU User Login**, depending on what account you created.
3. Fill in your **username** and **password** and **log in**.
4. Use the **search bar** in the **middle of the page**.
 - a. **Search South Dakota Early Childhood Enrichment Ongoing Health & Safety Training Level II**.
5. Select **South Dakota Early Childhood Enrichment Ongoing Health & Safety Training Level II**.
6. Click the Self Enrollment link and enter the word "**health**" in the box. Click on **Enroll Me**.
7. Complete the Registration Survey in order to gain access to the orientation trainings.

Access the Course

1. Navigate to <https://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 **My Courses** and select **South Dakota Early Childhood Enrichment Ongoing Health & Safety Training Level II**.

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 as 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 providers working in a registered or licensed child care program are required to complete the orientation training within 90 days after the date of employment or before the provider may care for children without supervision.

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. What other trainings are available?

Once Orientation is complete, students may further their on-demand education experience through 5 focused areas to support your professional development.

1. Infant & Toddler Provider Focused
2. Preschool Provider Focused
3. Management Focused
4. Out-of-School Time Focused
5. Family Day Care Provider Focused

These trainings are available through <https://traininghouse.sdstate.edu/>. Contact your local ECE office for more information: <https://sdece.org/>.