NRTC provides each child care staff person with a minimum of twenty hours of orientation within the first thirty days after the date of hire. Each child care staff person shall receive an additional thirty-two hours of training during the first year of employment. This results in each child care staff person receiving a minimum of fifty-two hours of training during the first twelve months of employment. This training may be conducted outside the facility. Regular ongoing duties of an employee, including casework supervision and consultation, are not counted toward this training requirement.

Initial orientation of new child care staff shall include, but not be limited to:

1. Familiarization of the employee with emergency and safety procedures of NRTC.
2. The principles and practices of child care.
3. Administrative structure, procedures, and overall program goals of NRTC.
4. Appropriate techniques of behavior management.
5. Techniques and methodologies of crisis management including acceptable physical restraint.
6. Familiarization of the employee with the discipline policy restrictions outlined in rule 5101:2-9-21 of the Administrative Code (Policy 8.3), the discipline and behavior intervention policy required by rule 5101:2-5-13 (Policy 8.4), and any additional requirements NRTC may have.
7. Procedures for reporting suspected child abuse or neglect pursuant to section 2151.421 of the Revised Code.
8. The emergency medical plan of NRTC.
10. If a child care staff person will be providing care for a youth at least sixteen years of age, the person shall be prepared adequately with the appropriate knowledge and skills to understand and address the issues confronting adolescents preparing for independent living, and provide such services as are needed and appropriate.
11. A review of Chapter 5101:2-9 of the Administrative Code, as applicable to the functions of NRTC.

Following the completion of the training listed in the above paragraph, each child care staff person receives at least twenty-four hours of structured and formalized training annually. Regular ongoing duties of an employee, including casework supervision and consultation, do not count toward this training requirement.
If a child care staff person is separated from employment from NRTC and returns to work at NRTC, the employee will not be required to complete the new orientation training requirements listed in this policy if the employee returns to work within one year from the date the employee separated employment.

If a child care staff person fails to complete their continuing training in a timely manner:
1. The employee will not be left alone with youth until all of the incomplete training hours are met.
2. The record will contain documentation of the reason the training hours were not met.
3. The employee is to complete the missed training within sixty days of returning to work.
4. The employee is responsible for completing their ongoing annual continuing training in addition to any training they failed to complete.

A child care staff person may still be allowed to work if the employee was not able to meet the continuing training requirements due to any of the following:
1. Extended leave.
2. Separation of employment for less than one year.
3. Extended illness.
5. Cancellation of training classes.

NRTC assures that all child care staff hired possess a current American Red Cross first aid and cardiopulmonary resuscitation (CPR) certification or equivalent at the time of hire or within six months following the date of hire. Child care staff shall be certified in the type applicable to the age and size of the youth to be served in the facility. The first aid and CPR certifications shall be maintained current at all times, unless the employee meets one of the following exceptions:
1. Extended leave.
2. Separation of employment for less than one year.
3. Extended illness.
5. Cancellation of training classes.

A child care staff person is not be permitted to work with youth without another child care staff who is current on all first aid and CPR training and who is present at all times. If a child care staff person’s first aid and CPR certification has been expired for more than ninety days, the staff member is not permitted to work at NRTC without the required certification.

There will be at least one staff person with first aid and CPR certification on duty at all times in a living unit.
1. All staff members at NRTC are required to be certified in first aid, adult and child CPR and adult AED within six months following the date of hire. Training sessions are offered twice annually so staff can be re-certified as necessary.

NRTC documents the completion of the training activities required by this rule in the personnel record maintained pursuant to rule 5101: 2-5-09 of the Administrative Code.

1. Staff members receive quarterly updates of their training hours, and the cumulative training record are placed in their personnel files at the end of each year.

Physical restraint of a youth is only to be utilized by a child care staff person who has received specific training and annual review in acceptable methods of restraint. Documentation of such training is contained in the employee’s personnel record. NRTC completes annual training in acceptable methods of restraint for the child care staff (see Policy 8.2).

If the NRTC revises any policy pertaining to youth or child care staff, the child care staff shall receive training on the policy within thirty days of the revision.