



Office of Children and Family Services

Andrew M. Cuomo
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Acting Commissioner

DIVISION OF CHILD CARE SERVICES POLICY STATEMENT

15-5

Distance-Learning

ID NUMBER: 15-5

TOPIC: Distance Learning

MODALITIES IMPACTED: All Modalities

APPLICABLE REGULATIONS: Title 18 of the New York Code of Rules & Regulations §§:
414.14 416.14 417.14 418-1.14 418-2.14

CONTACT: Regional Offices
<http://ocfs.ny.gov/main/childcare/regionaloffices.asp>

EFFECTIVE: IMMEDIATELY

THIS POLICY STATEMENT IS EFFECTIVE IMMEDIATELY AND CANCELS ALL PREVIOUS MEMOS OR STATEMENTS ON THIS TOPIC.

Social Services Law Section 390-a requires all child day care staff and volunteers with potential for regular and substantial contact with children in licensed/registered programs to complete 30 hours of training every two years. The Office of Children and Family Services (the Office) acknowledges that such individuals may wish to expand their opportunities for training by accessing distance-learning offerings. "Distance-learning" is a term used to describe forms of instruction that do not include face-to-face interaction. Studies show that courses taught using distance-learning methodologies can result in equivalent test scores, job performance, attention, attitude and learner satisfaction when compared to courses taught face-to-face. Additional research concludes that distance-learning instruction is most effective when students are technologically literate, knowledgeable about the content, persistent, and highly motivated. Given the increasing prevalence of technology and recognizing that many staff and volunteers have expanded their available work or volunteer hours to "non-traditional" timeframes, options for training need to be available for those who cannot attend sessions scheduled during a "traditional" workday.

Specific approved and not approved distance-learning courses are listed in the training section of the Division for Child Care Services website: www.ecetp.pdp.albany.edu/distance.aspx.

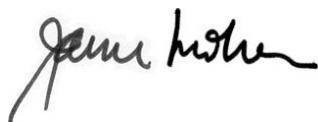
Courses are approved if they meet criteria established by the Professional Development Program (PDP).

Any credit-bearing course offered by an accredited college or university that addresses topics required by NYS regulations will be accepted with proof of earned credits. In addition, the student must be able to produce the course description (as provided by the college or university) and a syllabus to confirm that the content is related to and satisfies the topic requirements. For credit-bearing courses, the Office will consider 1 credit equivalent to 15 hours of training in the topic area(s) with the understanding that each person is still required to complete all the mandated topics.

Any non-credit bearing course that is taken either on-line or via correspondence must have the potential for valid interaction between instructors and students. The *potential for valid interaction* means that students must have the ability to contact an instructor by phone, email, or in person to discuss training materials. Students must maintain a record of the course curriculum and all documentation validating their successful participation in the distance-learning course. Course outlines must be submitted to the licenser/registrar to substantiate that the material satisfies one or more of the NYS required topics. The Office will review the submitted curriculum. If the training course meets the criteria and satisfies training content requirements, the Office will approve the course. The approved course will then be added to the Office's website. The Office will evaluate the course and the time it takes to complete the training exercises to arrive at an hour equivalent for the course.

It is recommended that staff and volunteers seek approval from the Office prior to enrolling in a distance-learning course to verify that the course offers credit toward meeting training requirements.

Approved By:

A handwritten signature in black ink, appearing to read "Janice Molnar". The signature is fluid and cursive, with a long, sweeping underline.

Date: August 17, 2015

Janice M. Molnar, Ph.D.
Deputy Commissioner