

## Criterion 5.A.03: Resource for Programs

To achieve NAEYC Accreditation, your program must meet all components of Required Criterion 5.A.03. This document will help your program:

1. Understand how 5.A.03 is rated during the **site visit assessment**;
2. Develop **policies and procedures** to fully meet 5.A.03 at all times, including the day of the site visit; and
3. Ensure you have **documentation of appropriate training** for individual staff members.

Refer to this guidance and the tips in this resource to ensure that your program meets 5.A.03.

	5.A.03	I-T-P-K	Required	TS, PP, [O]
a	At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid training and satisfactory completion of pediatric CPR is always present with each group of children.			
<p><i>At least one staff member who meets both components of criterion 5.A.03 must be present throughout the entire observation. Take note of all staff members who are present with children throughout each group observation. During the Program Portfolio review, review documentation of appropriate training for 5.A.03 for those staff members who were present with children throughout (each of) the group observation(s).</i></p> <p><i>Use the <a href="#">5.A.03 Worksheet</a> and the list of staff members present during each observation to rate this criterion. Look for evidence:</i></p> <ol style="list-style-type: none"> <li>1. <i>That a first-aid course has been completed, and</i></li> <li>2. <i>That the staff member is currently certified in CPR (including a pediatric or infant and/or child component).</i></li> </ol> <p><i>If the documentation does not include this information, programs must supply additional documentation indicating that these topics were covered in the training. The documentation must be issued from the course or course instructor and can include an agenda, course description, letter from the trainer or issuing organization, etc.</i></p> <p><i>Documentation must be specific to individuals and could be in the form of individual cards or certificates, documentation of an individual's successful completion of an online training course, or a record of staff that attended and successfully completed a suitable training course. A blanket policy that all staff are required to hold current trainings that meet 5.A.03 is <u>not</u> sufficient.</i></p> <p><i>This criterion does not specify how frequently the training would occur but the certification must be current. If the certificate indicates that the certification has expired, then the training(s) would not meet this criterion.</i></p> <p><i>A first aid course and a CPR self-learning program for infants and/or children (i.e., kit with practice manikin or online course) followed by a demonstration skills assessment by a qualified instructor meets this criterion if the program provides documentation that the staff member successfully passed the assessment. For criterion 5.A.03 to be met, a staff member who has appropriate training for criterion 5.A.03 is always present with each group of children. Exceptions are noted below:</i></p> <ul style="list-style-type: none"> <li>• <i>A group of children can be left in the care of an adult who does not have appropriate training for criterion 5.A.03 for no more than five minutes. For example, if the adult with appropriate training for criterion 5.A.03 needed to step into the hallway to speak privately to a parent or leave the group to use the restroom, the adult must return within five minutes or another adult with appropriate training for criterion 5.A.03 must join the group within five minutes.</i></li> <li>• <i>When a teaching staff member who meets 5.A.03 must leave the group, an "other adult" who meets 5.A.03 may cover for that teaching staff member for up to 20 minutes. During that 20 minute period, the group would still meet 5.A.03.</i></li> <li>• <i>Teacher/student one-on-one pairings (for purposes such as occupational therapy, physical therapy, or speech therapy) do not constitute a group; the adult does not need to have appropriate training for criterion 5.A.03.therapy) do not constitute a group; the adult does not need to have appropriate training for criterion 5.A.03.</i></li> </ul>				

## 1. SITE VISIT ASSESSMENT

On the day of the site visit, an NAEYC Assessor will take note of all staff members who are present with children throughout each group observation<sup>1</sup>. During the Program Portfolio review, the Assessor will review documentation of appropriate training for 5.A.03 *for those staff members who were present with children throughout the group observation.*

For your program to meet 5.A.03, **at least one staff member who has appropriate training for 5.A.03 must be present with each group of children.** Exceptions are noted below:

- A group of children can be left in the care of an adult who does not have appropriate training for 5.A.03 for **no more than five minutes**. For example, if the adult with appropriate training for 5.A.03 needed to step into the hallway to speak privately to a parent or leave the group to use the restroom, the adult must return within five minutes or another adult with appropriate training for 5.A.03 must join the group within five minutes.
- Teacher/student one-on-one pairings (for purposes such as occupational therapy, physical therapy, or speech therapy) do not constitute a group; the adult does not need to have appropriate training for 5.A.03.

## 2. POLICIES AND PROCEDURES

Programs must develop policies and procedures to ensure that at least one staff member who has appropriate training for 5.A.03 is always present with each group of children. Consider the following scenarios when developing policies and procedures that ensure your program meets 5.A.03 at all times.

### 5.A.03 Scenario #1

The regular teaching staff member who has appropriate training for 5.A.03 is out sick or on vacation.

- Does the substitute filling in for the regular teaching staff member have appropriate training for 5.A.03?
- Do other staff members assigned to the group have appropriate training for 5.A.03?

### 5.A.03 Scenario #2

A group works with an ancillary professional (such as a music teacher, art teacher, or librarian) who does not have appropriate training for 5.A.03.

- Is the regular teaching staff member who has appropriate training for 5.A.03 able to stay with the group during the activity?
- Can another staff member who has appropriate training for 5.A.03 be present during the activity?

### 5.A.03 Scenario #3

A group splits so that half are on the playground with the assistant teacher-teacher aide and the other half stay in the classroom for a small-group learning activity with the teacher.

- Do both the teacher and the assistant teacher-teacher aide have appropriate training for 5.A.03?



**TIP:** While 5.A.03 does not require that **all** staff obtain appropriate training for 5.A.03, many programs find it helpful to train all staff members to ensure that 5.A.03 can be met in challenging scenarios, like those listed above.

<sup>1</sup> For information about which groups will be randomly selected for group observation during the site visit, refer to the [Site Visit Protocol](#).

### 3. DOCUMENTATION OF APPROPRIATE TRAINING

Documentation in the Program Portfolio must demonstrate that individual staff members<sup>2</sup> meet **both of the necessary components** below to help a program successfully meet 5.A.03.

**Training in First Aid**

Provide documentation of a staff member's first-aid card or certificate demonstrating that a first aid course has been completed. **This card or certificate does not need to indicate that the course was in "pediatric first aid."**

A first-aid course on its own will not meet 5.A.03.

**AND**

**Training in CPR**

A staff member's first-aid card or certificate must indicate that they are currently certified in CPR (including a pediatric and/or infant child component).

If documentation does not indicate that a staff member's CPR training included a pediatric or infant and/or child component, additional documentation must be issued from the course or course instructor (e.g., course agenda, course description, letter from the trainer or issuing organization).

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<sup>2</sup> Documentation for all adults who have appropriate training for 5.A.03 should be included in the Program Portfolio. On the day of the site visit, an Assessor will review documentation for all individuals who were present with each group of children that was randomly selected for observation.