

Child Care Training.org

Safe Sleep in Child Care Guide



Child Care Training.org

Safe Sleep in Child Care Guide

Welcome to ChildCareTraining.org!

Before we begin, you will need Adobe Reader installed on your computer. Adobe Reader can be downloaded from <http://get.adobe.com/reader/>.

If you are unable to access the *Safe Sleep in Child Care* course at home, your local CCR&R or public library has access to computers and the Internet.

Child Care Training.org

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Click or type the following web address <http://www.childcaretraining.org/?pageid=83> into the address bar of your web browser. Refer to Figure 1.

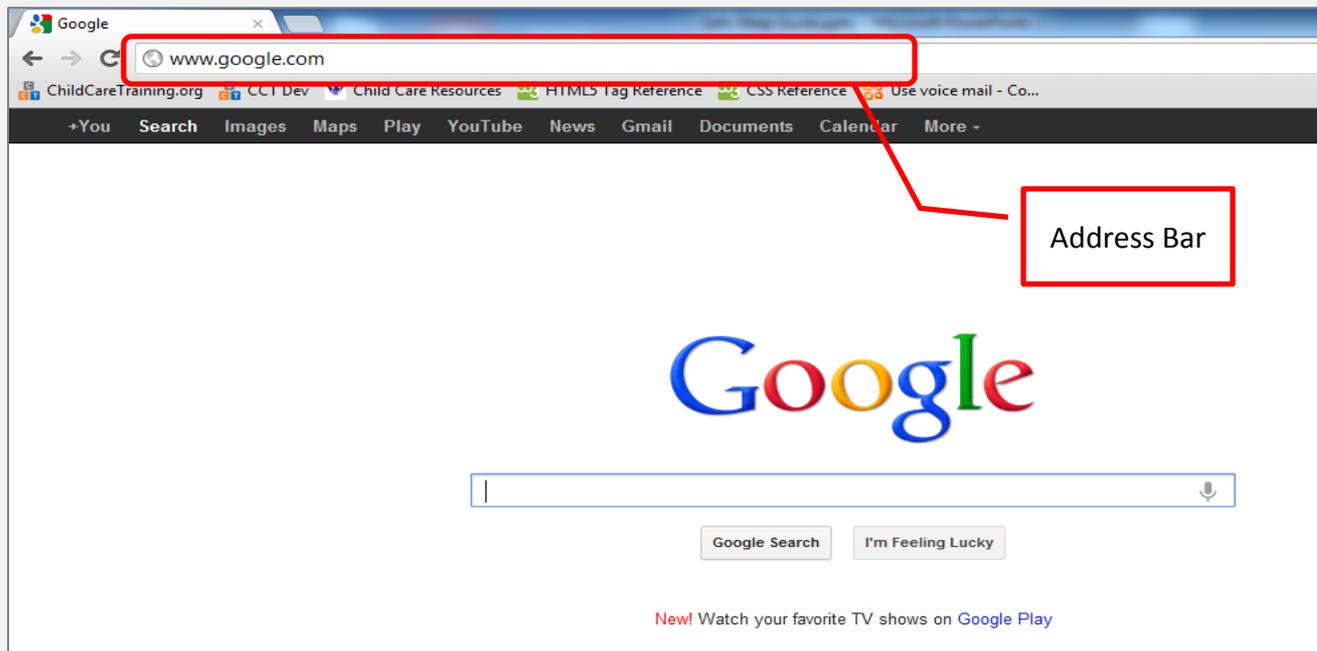


Figure 1.

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Safe Sleep in Child Care Guide

You are be taken to the *Safe Sleep in Child Care* enrollment page (Figure 2).

Read through the description. Click the “Enroll Now” button to start the enrollment process.

Safe Sleep in Child Care

Credit Hour: 2.0

Level: Intermediate

Knowledge Base: MT only Courses

Cost: \$8

Safe Sleep in Child Care is an implementation course for Montana providers of infant care based on current Safe Sleep national guidelines, the Montana Child Care Rules for Infant Sleep and Safe Sleep Standards in Caring for Our Children. Providers must identify Safe Sleep materials (media documents) that can be utilized to educate parents and child care staff on the messages of the Safe Sleep campaign and develop a written Safe Sleep Policy.

This course is only available to providers in Montana.

Course Author: Shelly Meyer

Instructor: Shelly Meyer

Enroll Now

Figure 2.

Child Care Training.org

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You will be asked to log in
ChildCareTraining.org to continue.

If you have an account with
ChildCareTraining.org then login and skip
to page 9. Otherwise, click “Create new
account.”

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) (i)

Username
Password

Remember username

[Forgotten your username or password?](#)

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Figure 3.

Creating a New Account

After you click the “Create new account” button, you will be directed to the New Account page (Figure 4).

Please fill out the required information. All required information are in red and have an asterisk.

Once you are done, click on the “Create my new account” button.

Home > Login > New account

Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password* Unmask

More details

Email address*

Email (again)*

First name*

Last name*

City/town*

Country*

reCAPTCHA **haste, cassy**

Enter the words above

[Get another CAPTCHA](#)

[Get an audio CAPTCHA](#)

Personal Information

Street Address*

City*

State*

County*

Zipcode*

Registration Information

Figure 4.

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Click the “Continue” button on this confirmation page (Figure 5).

You should receive a confirmation email containing information on how to activate your account with ChildCareTraining.org.

If you do not see this confirmation email in your inbox, then check to see if it has been filtered into your spam/junk folders.

An email should have been sent to your address at **example@example.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

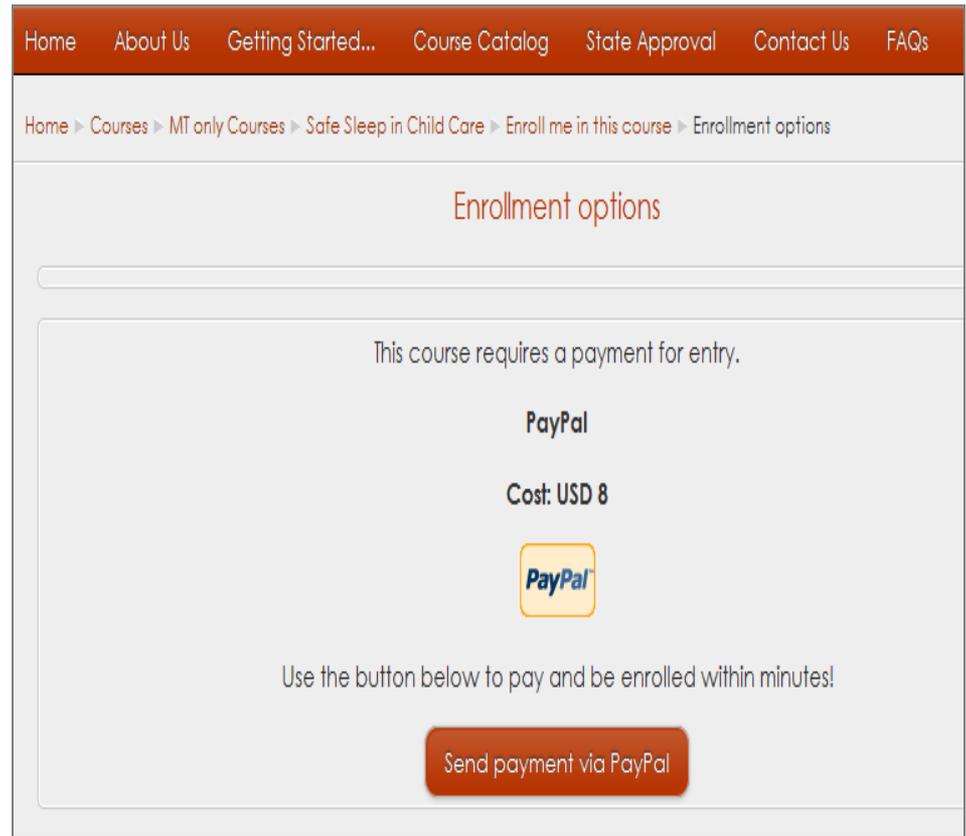
Continue

Figure 5.

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Once you have activated your account, you should automatically be logged in to ChildCareTraining.org and be at the **Enrollment Options** page of the *Safe Sleep in Child Care* course (Figure 6).



Home About Us Getting Started... Course Catalog State Approval Contact Us FAQs

Home > Courses > MT only Courses > Safe Sleep in Child Care > Enroll me in this course > Enrollment options

Enrollment options

This course requires a payment for entry.

PayPal

Cost: USD 8



Use the button below to pay and be enrolled within minutes!

Send payment via PayPal

Figure 6.

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Payment

In the **Enrollment Options** page, click the “Send payment via PayPal” button.

Enrollment options

This course requires a payment for entry.

PayPal

Cost: USD 8



Use the button below to pay and be enrolled within minutes!

Send payment via PayPal

Figure 7.

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In the PayPal order summary page, click “Have a PayPal account?” to log in to PayPal and pay for the course.

If you don’t have a PayPal account or would rather pay with a credit card, then fill out the form under the heading “Don’t have a PayPal account?” and click **Continue**.

After you have paid for the course, you will automatically be enrolled.

Note: You do not need a PayPal account to pay for the *Safe Sleep in Child Care* course. We use PayPal to process payments.

Child Care Resources

Your order summary

Descriptions	Amount
Safe Sleep in Child Care Item number: Safe Sleep in Chil... Item price: \$8.00 Options: User: Student A Quantity: 1	\$8.00
Item total	\$8.00
	Total \$8.00 USD

Choose a way to pay

PayPal securely processes payments for Child Care Resources.

▶ **Have a PayPal account?** 
Log in to your account to pay

▼ **Don't have a PayPal account?**
Pay as a guest now, sign up for PayPal later

Country:

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:

ZIP code:

Phone type: Why is this needed?

Phone number:

Email:

Payments processed by 

[Cancel and return to Child Care Resources.](#)

Figure 8.

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Congratulations! You are enrolled in the *Safe Sleep in Child Care* course.

To access the course, locate the **My courses** block in the right column of the page.

The **My courses** block lists all of the courses you are currently enrolled.

This block is only accessible if you are not in a course.

The screenshot shows a user dashboard with a dark orange header containing 'Contact Us', 'FAQs', a Facebook icon, and a 'Donate' button. The main content area features a large 'Thank you!' message in orange text, followed by a paragraph: 'complete your annual training and courses that can be completed'. Below this is another paragraph: 'education of children during the courses that cover critical early years, students gain practical experience and improvement in overall practice.' On the right side, there is a sidebar with several sections: 'My courses' which lists 'How to Handle Bullying', 'Play is Children's Work', and 'Safe Sleep in Child Care'; 'Settings' with a link to 'My profile settings'; 'Messages' showing 'No messages waiting Messages'; and 'Email Support' with a 'Report a problem' button.

Figure 9.

Safe Sleep in Child Care

The Safe Sleep in Child Care course consist of five sections which includes three modules, an introduction and conclusion.

You must complete all the assignments (quizzes and activities). In addition, each assignment must receive a checkmark. The Course Evaluation will only be available after all assignments have been completed and received checkmarks (see page 15 & 16).

You will need to complete and submit the Course Evaluation. Submitting the Course Evaluation will notify the instructor to start grading the activities in your course. Please allow three business days for the instructor to grade your course.

Note: Remember to check your email for updates on your course.

Passing the Course

To pass the course, you will need a Course Total of at least a 70 percent. If you do not pass the course, you will be given the chance to improve your answer(s) and resubmit the activity(s).

If you have passed, your Certificate of Completion will be available to download from within the course. It will be located near the top of the page, before the Introduction section.

Note: After an activity has been graded, you will receive an email notification about it.

Viewing Your Grades

To view your grades in the course, locate the “Settings” block. Expand “Course administration” if needed. Click on the “Grades” link. See Figure 10.

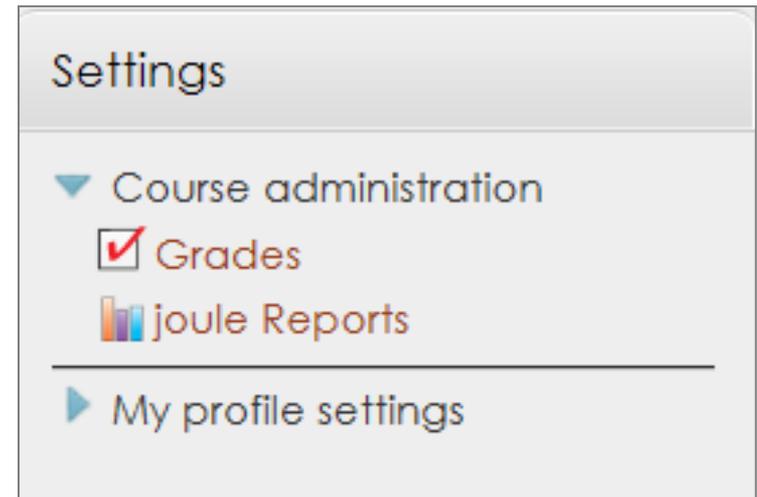


Figure 10.

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Activity Completion and Conditions

Activity completion allow students to track the assignments they have completed in the course. A checkmark will be placed next to the assignment a student has completed.

Quizzes will automatically receive a checkmark once completed.

Module activities will require students to manually place a checkmark. Students will need to click on the grey checkbox next to the activity. See Figure 11.

The screenshot displays a user interface for tracking course progress. It is divided into two main sections: 'MODULE ONE' and 'MODULE TWO'. Each module section contains a list of items with icons and checkboxes. In the 'MODULE ONE' section, 'Module One Quiz' and 'Module One Activity' have checkmarks, while 'Resource: Health and Safety Checklist' has a document icon. In the 'MODULE TWO' section, 'Module Two Quiz' has a checkmark, 'Module Two Activity' has a grey checkbox, and 'Resource - Picture This Activity' has a document icon. A red callout box points to the grey checkbox for 'Module Two Activity' with the text 'Click the checkbox for the Module activity.'

Figure 11.

Click the checkbox for the Module activity.

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Some assignments have conditions that will need to be fulfilled, in order to gain access. These assignments will be greyed-out and contain a list of conditions (Figure 12). Each time a student completes a condition, it will disappear from the list. In this course, only the Course Evaluation will have conditions.

 Content: Conclusion

 References and Resources

 Course Evaluation

Not available until the activity **Module Two Activity** is marked complete. Not available until the activity **Module Three Activity** is marked complete. Not available until the activity **Module Four Activity** is marked complete. Not available until the activity **Module Two Quiz** is marked complete. Not available until the activity **Module Three Quiz** is marked complete. Not available until the activity **Module Four Quiz** is marked complete.

Figure 12.

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Course Completion Status block

A convenient tool to use at gauging how far along you are in the course is the “Course completion status” block.

The “Course completion status” block found within a course, provides a quick summary of the criteria you need in order to complete the course. Each time an activity is completed; this block will update the information. The “More details” link will lead to a more detailed report.

Course completion status

Status: Pending

All criteria below are required:

Required criteria	Status
Grade	3.0303% (70% to pass)
Activities completed	1 of 7

[More details](#)

Figure 13.

Reporting a Problem

To report any problems you are experiencing on ChildCareTraining.org, please use the “Report a problem” button in the Email Support block. See Figure 14.

Or give us a call at 406.728.6446 or 800.728.6446.

Note: The Email Support block requires an email client such as Microsoft Outlook.

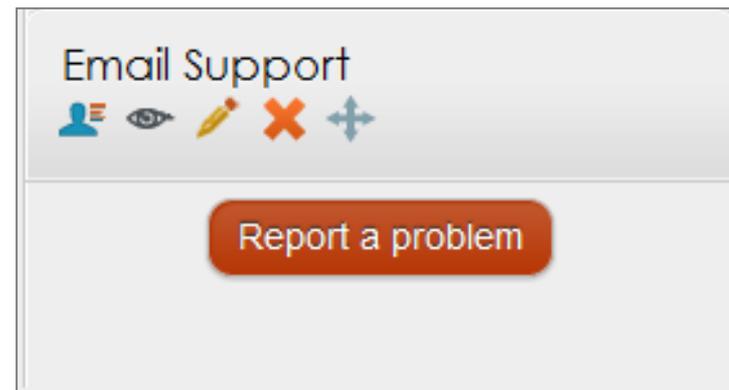


Figure 14.

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Thank you!

Thank you for choosing ChildCareTraining.org for your online training needs. If you have further questions or concerns, please contact us at:

Child Care Resources

105 E. Pine St., Lower Level

Missoula, MT 59802

800.406.728.6446

cct@childcareresources.org