

Training Instructions

Cottontails Childcare and Learning Center
Office of Early Childhood (OEC) Registry

OEC Account Setup

All staff are required to have an OEC account before beginning any trainings.
Use the blue link below to login or create your account:

OEC Registry – State Training Registry (Version 1.0)

 [CCAC Registry](#)

Note: OEC requires all staff to complete **20 hours of training per year.**

Required Trainings for New Staff

1. 18-Hour Care4Kids Training



Per our contract, you must complete the **18-hour Care4Kids Federal Online Health and Safety Orientation.**

Steps:

1. Log in to your **OEC Registry** account.
2. On the top toolbar, click **Online Training**.
3. Scroll to the bottom and click the link:
“To access the training site ‘click here’.”
(You may need to sign up or log in to the training site.)
4. On the left sidebar, select **Courses**.
5. Click **Certificates and Pathways**.
6. Check the box for:
Care4Kids’ Federal Online Health and Safety Orientation – All Required Topics
7. Go back to **Courses** — your training will appear under **Courses in Progress**.

Tip: If you close the training before finishing, it will save your progress automatically under “Courses in Progress.”

Submit Certificate:

-  Email to adCottontailsstamford@gmail.com, or
-  Print and turn in to the **Admin Office**



2. State Mandated Reporter Training

You are required to complete the **DCF State Mandated Reporter Training (School Employees)**.

Steps:

1. Visit the blue link below:
<https://www.train.org/connecticut/course/1129931/details>
2. Create an account on **Train CT** and complete your profile fully:
 - **Employer/Organization:** Cottontails Childcare and Learning Center
 - **Professional Role:** Childcare Provider
 - **Work Setting:** Academic/Educational Institution → Select “Pre-K/Childcare”
3. Once your profile is complete, return to the **Train Connecticut Homepage** and click **Your Learning** at the top.
4. Search for and click **DCF – State Mandated Reporter Training (School Employees)**.
5. In the top right corner, click the green “**Launch**” button to begin your training.

Submit Certificate:

-  Email to adCottontailsstamford@gmail.com, or
-  Print and turn in to the **Admin Office**

Snow Day / Leisure Trainings

Per our contract, you are required to complete **5 hours of training** for snow days in order to be paid for the day off.

Additional training hours can be completed at your leisure.

Steps:

1. Log in to your **OEC Registry** account.
2. On the top toolbar, click **Online Training**.
3. Scroll to the bottom and click the link:
“To access the training site ‘click here’.”
4. On the left sidebar, click **Courses** → then **Course Catalog**.
5. Choose a course from the list below. Select it by checking the box next to the course name.
6. Scroll to the bottom and click **Submit**.
7. Click **Start Learning Now** to begin your training.

Tip: Your progress will save automatically. You can resume under “Courses in Progress.”

You can find the number of hours for your training on the left hand side of the screen.

Submit Certificate:

-  Email to adCottontailsstamford@gmail.com, or  Print and turn in to the **Admin Office**

OEC Courses

Professionalism & Communication

- **PROF 102** – Elements of Professionalism
- **PROF 103** – Challenging Conversations
- **PROF 110** – Conferences
- **CCE 059T** – Principles from the NAEYC Code of Ethical Conduct

Social-Emotional Development & Guidance

- **SOC 102** – Chaos to Calm
- **SOC 101** – Healthy Social-Emotional Development vs. Challenging Behavior
- **GUI 103** – Understanding Aggressive and Defiant Behaviors
- **GUI 104** – Individualized Guidance, Instruction, and Support in Early Childhood Care and Education
- **GUI 107** – Practicing Positive Guidance with Infants and Toddlers
- **GUI 108** – Practicing Positive Guidance with Preschool and School-Age Children

Special Needs & Sensory Learning

- **SPN 101** – Autism Spectrum Disorder (ASD)

- **SPN 104** – Sensory Processing
- **SPN 107** – Sensory Learning
- **CCE 1967** – Sensory Learning for All Ages

Curriculum & Instruction

- **CCE 1001** – Curriculum: What It Is and Why It's Important
- **CUR 103** – Outdoor Learning
- **CUR 104** – The Toddler Curriculum
- **CUR 105** – Infant Care
- **CUR 106** – STEM in Early Childhood Education
- **CUR 118** – Outdoor STEAM
- **CUR 125** – Loose Parts
- **CUR 134** – Learning Stories
- **CUR 136** – Methods of Assessment
- **CUR 141** – Introduction to Curriculum

Classroom Environment & Teaching Strategies

- **CCE 1350** – Appropriate Classroom Environments
- **CCE 1450A** – Learning Centers
- **CCE 1891** – Developmental Domains
- **CCE 1954** – Building a Team Environment
- **CLM 100** – Teaching Multigrade Classrooms

Child Development

- **CCE 3014** – How Children Learn
- **CCE 1670** – Bright Beginnings: Age-Appropriate Activities for Infants and Toddlers
- **CHD 100** – Music in Early Childhood
- **CHD 101** – Promoting Speaking and Listening Skills
- **CHD 104** – The Importance of Play in Early Childhood

Health, Safety & Emergencies

- **HLTH 104** – Basic Health and Hygiene Practices for the Early Childhood Setting
- **HLTH 105** – Medication Administration in the Childcare Environment
- **HLTH 115** – Food Allergies
- **HLTH 117/118** – Emergencies
- **CCE 900** – Safety in the Infant/Toddler Classroom

Literacy & Enrichment

- **LIT 100** – Storytelling for Enrichment, Early Literacy, and Fun