

Adding CPR and First Aid to Individual Account

CPR and First Aid training completion is required for individuals who work in early care and education programs. CPR and First Aid training for childcare licensing is under the directive of the North Dakota Department of Human Services (DHS). The Growing Futures Registry tracks and verifies CPR/First Aid certification as a service to our account holders when it aligns with federal standards and North Dakota licensing rule. We urge early childhood practitioners to use caution when selecting a CPR/First Aid training program because not all training programs meet the federal and state CPR/First Aid requirements for the early childhood field.

Please note that CPR/First Aid training is not pre-approved through the Growing Futures system, does not appear on the Growing Futures online training calendar, and is not automatically included on individual training records. Growing Futures account holders can request to have their CPR/First Aid certification added to their account information once they have completed the training. The certification will appear on the individual's DHS Licensing Report as verified and be visible to employers and licensers. The "verified" status tells employers and licensers that the individual's CPR/First Aid training was reviewed to ensure it met the state licensing requirements. However, because DHS oversees CPR/First Aid training rather than vetting the various training programs through the state training approval process, licensers have the final authority to determine if an individual's CPR/First Aid training met the licensing requirements.

Individuals who wish to have this information added to their account may send photocopies of their CPR/First Aid cards/certificates to the Registry at registry@ndgrowingfutures.org or by submitting a support ticket at <https://www.ndgrowingfutures.org/first-aid-cpr-training>. CPR/First Aid certification that meets the following criteria will be added and will appear as "verified" on the individual's DHS Licensing Report. The certificate or card will be uploaded to the Education tab of the individual's account, but individuals must also maintain their own documentation of current CPR/First Aid certification to provide at license renewal.

Criteria for CPR/First Aid to be added to a Growing Futures record:

- **Training was provided by a recognized, legitimate vendor.** See the list of DHS accepted CPR/First Aid training vendors below. Others may be accepted at the discretion of DHS.
- **Certification is current and documented with copy of a valid card/certificate.** It must be clear the card was issued to the person requesting that the training be verified in their Registry account. Name, dates, and the exact content/modules completed in the course must be specified. The photocopy must be clear and legible.

Color copies are preferred but not required. If the card/certificate has a signature line, the card/certificate must be signed before it is sent to Growing Futures.

- **CPR must include infant and pediatric component.** (*ND Century Code Early Childhood Services 50-11.1-04(1)(g) & (h)*). Some vendors offer multiple modules in their training. The card or certificate must clearly show that infant and pediatric modules were completed.
- **CPR training courses must include a written examination and a hands-on, in-person skills test with a certified instructor, performed on an infant/child.** The Registry may request additional documentation to verify the course met this criterion.

The following will not be added:

- A CNA, medical degree, EMS or First Responder certification cannot be substituted for CPR certification. (*ND DHS Early Childhood Services Policies and Procedure 620-01-90-10-05 (Revised 10/1/16 ML #3480)*)
- A CPR/First Aid instructor certificate cannot be accepted. Individuals must show that they are themselves current in their own certification. (*DHS directive*)
- A CNA or medical degree cannot be substituted for First Aid certification. However, a current EMS or First Responder certification may be substituted for First Aid certification. (*ND DHS Early Childhood Services Policies and Procedure 620-01-90-10-01 (Revised 3/20/12 ML #3317)*)
- CPR/First Aid training for another work environment, such as certificate for swimming instructors, geriatric care, health care providers, etc. cannot be accepted. (*DHS directive*)
- CPR/First Aid training that is not infant and pediatric specific cannot be accepted. (*Federal and state regulation*)
- Any certificate or card that is unclear in terms of the person to whom it was issued, the time frame of certification, the specific content/modules in which the individual was trained, or any other information that does not align with the acceptance criteria.

NOTE: The Growing Futures Registry will forward to DHS any CPR/First Aid documents that are outside the stated criteria for review. These documents will not be verified in an individual's record until approved by DHS.

DHS Approved Training Source:

The following organizations have been approved by DHS to deliver CPR/First Aid training:

- **CPR Training**
 - American Red Cross
 - American Heart Association
 - American Safety and Health Institute
 - ND Safety Council training
 - MEDIC
 - Individual programs upon approval by DHS

- **First Aid Certification**

- American Red Cross
- American Heart Association
- American Safety and Health Institute
- ND Safety Council training
- MEDIC or other First Aid program approved by DHS
- The following online courses have been DHS approved for First Aid only:
 - Pro First Aid: www.profirstaid.com
 - International CPR Institute: www.icpri.com (select pediatric first aid)
 - American Health Care Academy: <http://cpraedcourse.com>

NOTE: Local/community based First Aid training may be submitted to DHS for review and potential approval.

For additional information about department approved First Aid and CPR training, please contact the Early Childhood Services Administrator, ND Department of Human Services.