

Frequently Asked Questions

Vermont Center Based Child Care and Preschool Program Regulations

For additional information please review the Center Based Child Care and Preschool Program (CBCCPP) [Regulations](#) and [Guidance Manual](#).

1. My school district or supervisory union has merged or formed a new school district. What do I need to do to update the CBCCPP license?

If your school district and/or supervisory union has restructured, you'll need to submit updated documents to the Child Care Licensing Unit. Complete the "Provider Profile and Licensee Responsibilities" form and follow the instructions on the form to know which documents to submit along with the form to the Division. This will identify the legal entity that is governing the license and will help us identify where any money for subsidies, grants, and etcetera should be sent. Once we have everything needed, we'll enter the information into your program's BFIS account and generate a new license certificate with the updated licensee name. Your new license certificate may be found in the "Document" section of your program's BFIS account. Please be sure to print and post the license for your families to see, as is required.

2. How can auxiliary staff be allowed to be left alone with children per CBCCPP rule 6.2.1.8?

Auxiliary staff who are allowed to be left alone with children per CBCCPP rule 6.2.1.8 do not have the primary responsibility for the supervision, care and education of children. They are meeting a limited need for a limited period of time. This is different than those who meet the definition of staff per CBCCPP rule 2.2.53 who have ongoing responsibilities to ensure supervision, care and education of children.

3. I have been trying to hire a new Teacher Associate to lead a group of children. I found a great candidate who doesn't meet the qualifications in the CBCCPP Regulations. Can I still hire this person?

Yes, you may if all the following things are completed and are true: the individual passes a full background clearance, you file a variance request, the variance request clearly documents how the candidate will meet the CBCCPP Regulations for the Teacher Associate position, you describe what supervision and on-site training will be in place until qualifications are met, and your variance is approved. In this situation, you will want to submit the variance request for CBCCPP rule 7.3.2.2. When approved, this candidate will be required to complete all conditions listed in the variance by the listed due dates.

4. Can Infant/Child CPR and Pediatric First Aid be taken online?

Yes. We are continuing to implement the fully online option to complete infant/child CPR and pediatric first aid. Until further notice, you may choose a fully online infant/child CPR and pediatric first aid training. Please be sure to note the expiration date for certification as some fully online training organizations may issue shorter certification periods when there isn't a hands-on skills component completed in addition to the online portion of the training. Documentation will be verified and entered in

your BFIS Quality and Credential Account by Northern Lights at CCV staff. This also applies to new staff that do not have certification in infant/child CPR and pediatric first aid.