



**LOURDES A. LEON GUERRERO**  
MAGA'HĀGAN GUĀHAN  
GOVERNOR OF GUAM

**JOSHUA F. TENORIO**  
SEGUNDO MAGA'LĀHEN GUĀHAN  
LT. GOVERNOR OF GUAM

GOVERNMENT OF GUAM

**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES**  
*DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT*



**THERESA C. ARRIOLA, MBA**  
DIRECTOR

**PETERJOHN D. CAMACHO, MPH**  
DEPUTY DIRECTOR

**TERRY G. AGUON**  
DEPUTY DIRECTOR

**Memorandum**

**January 8, 2025**

**To:** CCDF Child Care Providers

**From:** Heidi J. Quinata  
Chief Children's Services Administrator,  
Division of Children's Wellness, Department of Public Health & Social Services

**Subject:** CCDF Pre-Service Orientation Requirement

The Bureau of Child Care Services (BCCS), within the Department of Public Health and Social Services (DPHSS), requires all child care providers to complete a **one-time Pre-Service Orientation** within three months from the hire date, pursuant to Title 45, Code of Federal Regulations (CFR) Part 98, Child Care and Development Fund (CCDF) §98.44(b).

The Pre-Service Orientation is required for all employees & volunteers who serve children under CCDF to include: licensed child care providers, licensed-exempt (relative/in-home/school-age) child care providers, uncompensated providers, or any caregiver who will have contact with children. All newly employed CCDF child care providers must attend a Pre-Service Orientation before being allowed to care for children unsupervised.

Attendance hours in the Pre-Service Orientation will be counted towards the annual requirement of fifteen service hours of training in topics relevant to the CCDF health and safety standards 45 CFR §98.41(a). Attendance hours will not be counted for providers who have taken this Orientation more than once.

BCCS will continue to provide accessible Pre-Service Orientation in health and safety standards via Zoom that is made available for all child care providers. The Pre-Service Orientation may also be conducted in-person for licensed-exempt child care providers upon request in advance, based on availability of resources. To register for any of the upcoming Pre-Service Orientation conducted via Zoom, please click the link next to the date of your preference below:

<b>Pre-Service Orientation</b>	<b>Registration Link</b>
January 29, 2025	<a href="https://us02web.zoom.us/join/zoom/register/tZUpduqtrjIrHtJUUITcwh8mA8tVnNpwYdJf">https://us02web.zoom.us/join/zoom/register/tZUpduqtrjIrHtJUUITcwh8mA8tVnNpwYdJf</a>
February 26, 2025	<a href="https://us02web.zoom.us/join/zoom/register/tZEsceyuqDgsGtb7amd_f-sNbLuq6jFQ3Ri">https://us02web.zoom.us/join/zoom/register/tZEsceyuqDgsGtb7amd_f-sNbLuq6jFQ3Ri</a>
March 26, 2025	<a href="https://us02web.zoom.us/join/zoom/register/tZUof-2rqTgvE9NhwjksGgwRkXkGGqTyDXf">https://us02web.zoom.us/join/zoom/register/tZUof-2rqTgvE9NhwjksGgwRkXkGGqTyDXf</a>

### **Registration Requirements:**

To ensure a smooth experience for all participants, BCCS will be implementing the following registration requirements for Zoom participants:

- Each participant must register for the Orientation date of their preference using their own email. The link for the Zoom meeting will be provided to the email used for registration.
- Providers must be registered for the training and complete the Pre-Service Orientation Quiz in order to receive a Certificate of Completion.
- Registration is limited and is made available on a first come first serve basis.
- Please do not register as a group or share devices, as we anticipate attendance based on the registration.
- Please do not use the same email to register multiple participants.
- Please be prompt as late entry will not be permitted.

### **Pre-Service Orientation Certificate:**

BCCS will be implementing new measures to enhance the efficiency and streamline our processes for the issuance of the Pre-Service Orientation Certificates, effective January 2025:

- The submission of a Pre-Service Orientation Validation Form will no longer be required.
- In order to receive a Certificate of Completion, child care providers must complete the Pre-Service Orientation Quiz, which will be provided during the training sessions.
- The Pre-Service Orientation Quiz will only be accessible to registered participants for the duration of the training sessions.
- All child care providers who fail to complete the Pre-Service Orientation Quiz during the training session will not be issued a Certificate.
- The Certificate of Completion will be issued to each attendee via email, upon completion of the Quiz. Certificates will be sent to the email used to register for the Zoom webinar.
- A hard copy of the Certificates will be available for pickup at the BCCS Office located at 130 Castle Mall University, Suite 15 Mangilao, Guam 96923.

### **CCDF Non-compliance:**

Child care providers who have been employed as a caregiver to CCDF children, but has not completed the Pre-Service Orientation, must successfully complete the Pre-Service Orientation upon the renewal of the CCDF Certification (for licensed exempt school-age or relative care) or upon the renewal of the Guam's Plan for Professional Development (GPPD) Path A Certification (for licensed child care providers).

Child care providers/programs under CCDF who have not completed the CCDF Pre-Service Orientation requirement will be subject to non-compliance and will result in the issuance of a Letter of Warning and potential revocation of the CCDF Certification for your child care program. Revocation of CCDF Certification may result in discontinued CCDF subsidy payments, and disqualification from professional development and grant opportunities.

Should you have any questions or need more information, please contact the Bureau of Child Care Services' *Education Training Professional Development & Outreach (ETPDO) Section* at 671-735-7256 or email [childcare@dphss.guam.gov](mailto:childcare@dphss.guam.gov).