



GOVERNMENT OF GUAM

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



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**Memorandum**

**March 18, 2024**

**To:** CCDF Child Care Providers

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

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

The Bureau of Child Care Services (BCCS), within the Department of Public Health and Social Services (DPHSS), seeks to re-establish the requirements for pre-service or orientation for all licensed and licensed-exempt child care providers. Pursuant to Title 45, Code of Federal Regulations (CFR) Part 98, Child Care and Development Fund (CCDF) §98.44(b), BCCS is required to provide pre-service or orientation to all child care providers of services which assistance is provided under CCDF.

BCCS will begin to implement the requirement for all child care providers to complete a one-time Pre-Service Orientation within three months from the hire date, effective April 1, 2024.

All newly employed CCDF child care providers beginning January 1, 2024 must attend a Pre-Service Orientation before being allowed to care for children unsupervised. Child care providers who were hired prior to January 1, 2024, that have not received a Pre-Service Orientation, must successfully complete the Pre-Service Orientation upon the renewal of their Guam's Plan for Professional Development (GPPD) Certification.

BCCS will provide accessible Pre-Service Orientation in health and safety standards appropriate to the setting and age of children served. The orientation is to be facilitated by BCCS monthly via in-person, virtually, or online, subject to the availability of resources:

Licensed Child Care Providers

BCCS will begin to conduct monthly Pre-Service Orientation Sessions virtually via Zoom that is made available for all child care providers. The Pre-Service Orientation for licensed child care providers may also be conducted in-person or online (via video recording) based on availability of resources.

Licensed-Exempt Child Care Providers

BCCS will begin to conduct in-person Pre-Service Orientation upon the date of initial inspection of the space where child care services shall be conducted or prior to issuance of CCDF Provider Certification. Licensed-Exempt Child Care Providers may also attend virtual or online sessions based on the availability of resources.

BCCS will coordinate the orientation schedule and registration with all childcare providers. The following list is a schedule of upcoming Pre-Service Orientation facilitated by the Bureau of Child Care Services via Zoom:

|                |      |
|----------------|------|
| April 30, 2024 | Zoom |
| May 28, 2024   | Zoom |
| June 25, 2024  | Zoom |

To register for any of the upcoming Pre-Service Orientation as scheduled, please contact Fred Sanchez at 671-735-7256 or email [fred.sanchez@dphss.guam.gov](mailto:fred.sanchez@dphss.guam.gov).

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 §98.41(a).

Child care providers who successfully complete the Pre-Service Orientation must submit a ***Pre-Service Orientation Validation Form*** to BCCS upon completion to receive a certificate from BCCS.

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).