Early Learning and Child Care
Update to Child Care Online to Support Child Abuse Prevention Training Records –
Frequently Asked Questions (FAQs)

Circular # ELCC-2025-04

1) **Why are updates being made to Child Care Online and when will they be available?**

   To support Manitoba's commitment to child safety and transparency in employee training records, updates to Child Care Online will launch **October 19, 2025** so that centres and homes can electronically record and monitor mandatory training requirements for ECEs, CCAs and home-based providers as announced in the [Partnership with Canadian Centre for Child Protection – Child Abuse Prevention Initiative, May 9 2024](#):

   - **Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse,** and
   - **Commit to Kids Child Sexual Abuse Prevention Training** (with renewal every four years)

2) **What section of Child Care Online can a facility expect to see these updates?**

   Updates will be made within the **Record of Child Care Employee (RCCE)** section in Child Care Online (used by licensed centres, including nursery schools) and to the **Record of Child Care Resident/Staff (RCCR)** (used by licensed family/group child care homes).

3) **Who is responsible for updating completed training records and how often should this be done?**

   Directors and/or licence holders of the child care facility are responsible for retaining copies of completed training certificates and updating required training records in the Record of Child Care Employee (centres/nursery schools) or Record of Child Care Resident/Staff (homes) in Child Care Online.

   It is important that information in the RCCE/RCCR is updated as changes occur in your centre or home to ensure the accuracy of your employee or resident/staff listing, the completion of any required training as an ECE, CCA or home-based provider and timely renewals for this training as required.

4) **Is there a deadline to update the completion of child abuse (foundational and prevention) training in the Record of Child Care Employee (RCCE) / Record of Child Care Resident/Staff (RCCR)?**

   All facilities are encouraged to begin adding/updating course completions for employees or residents/staff as soon as possible with a target to have training information for child abuse (foundation and prevention) updated in Child Care Online before your next re-licensing inspection.

5) **How will the child abuse prevention training requirements be displayed within the Record of Child Care Employee (RCCE) /Record of Child Care Resident/Staff (RCCR) section?**

Once an individual employee/resident is added in the RCCE/RCCR, their name, classification, training records and employment end date is displayed.

In addition to the display of existing mandatory training requirements for employees or resident/staff, both **Child Sexual Abuse Foundational Training and Child Sexual Abuse Prevention Training** will also be visible in both the "Current List" and "Historical List" views of the RCCE/ RCCR. This means you can see the training status for both active and past employees or resident/staff.

As an added feature, facilities will also be able to see expiry dates for Child Sexual Abuse Prevention Training, as well for the First Aid and CPR training directly from the listing view in the RCCE/RCCR.

6) **How does a facility add completed mandatory training requirements for a new employee or resident/staff in the Record of Child Care Employee (RCCE) /Record of Child Care Resident (RCCR).**

To add a completed mandatory training for a new employee or resident/staff in Child Care Online:

- Click the **'Add Employee' (RCCE) or 'Add Resident/Staff' (RCCR)** in the top right corner of the RCCE/RCCR listing.
- Complete preliminary questions where applicable
- Under section **'Training Information'**, click green button **'Add Another Training'**
- Select the **'Training Type'** from the drop down menu e.g **Child Sexual Abuse Foundational Training, Child Sexual Abuse Prevention Training** etc,
- Enter the training details in the training record.
- Click **'Submit'** to save the changes.

7) **How does a facility add completed mandatory training requirements for an existing employee or resident/staff?**

To add or update any mandatory training requirements for an existing employee or resident/staff in Child Care Online:

- Click the **'Modify'** link next to the employee or resident/staff name in the RCCE/RCCR listing.
- Under section **'Training Information'** click the green button **'Add Another Training'**
- Select the **'Training Type'** from the drop down menu e.g **Child Sexual Abuse Foundational Training, Child Sexual Abuse Prevention Training** etc,
- Enter the training details in the training record.
- Click '**Submit'** to save the changes.

8) **What happens some information is left blank when entering details about a specific training in a training record?**

If you begin entering information in a training record for an employee or resident/staff but leave any required fields blank, the system will not let you proceed. To continue, you must either:
- Complete all required fields for that training entry, or
- Delete the training entry from the employee or resident/staff record.

9) **What should a facility do if a training record is entered by mistake?**

If a training entry was added in error:
- Go to the employee or resident/staff record.
- Click the "Delete" button next to the incorrect entry.

10) **Does the facility need to calculate the expiry date for Child Abuse Prevention Training?**

No. The system will automatically calculate the expiry date based on the completion date provided in the training record. This helps ensure consistency and reduces the chance of error.

11) **Should facilities retain hard copies of the employee/staff/residents?**

Facilities are required to retain hard copies of the training certificates. Hard copies should be kept on file at the facility for verification and auditing purposes.

12) **Can I still use paper forms to submit training updates?**

Yes, a new paper form will be available for facilities that are unable to complete the updates in Child Care Online directly.

13) **Where can a licensed facility access the required training courses at no-cost for early childhood education professionals and volunteers**?

To register for the Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse and Commit to Kids Child Sexual Abuse Prevention Training for those Working with Children, please refer to the Getting Started – How to Access Your Account tip sheet and follow the steps. Access the Getting Started tip sheet at: http://www.edu.gov.mb.ca/elcc/acct_instructions_mccpv_en.pdf

 * Please note this document/link is specifically reserved for Manitoba child care sector access only

14) Where can a facility obtain more information about the Child Abuse Prevention Initiative and the mandatory training requirements?

- For a copy of the Circular, FAQs and past Webinar about this initiative and mandatory training, visit:
www.manitoba.ca/education/childcare/childcare_news/current_circulars.html.

- Attend the webinar on **Update to Child Care Online to Support Child Abuse Prevention Training Records** to learn about the new updates to the Record of Child Care Employee / Record of Child Care Resident sections of Child Care Online.

- Learn more about ELCC initiatives and Manitoba's Action Plans under the agreements with Canada at: www.manitoba.ca/education/childcare/actionplan.html .

15) Who can a facility contact for more information?
 If you have any further questions regarding this information, please email Child Care Information Services at cdcinfo@gov.mb.ca with the subject line "Commit to Kids" or call 204-945-0776 (toll free: 1- 888-213-4754).

If you experience any technical issues with Child Care Online, contact cdcfacillity@gov.mb.ca