



DATE: July 11, 2022

TO: All Child Day Centers and Family Day Homes

SUBJECT: Coaching as an Approved VDOE Method of Training

This memo establishes criteria for when coaching is accepted by the Virginia Department of Education Office of Child Care Health and Safety, and may be used to fulfill training requirements for [licensed child day centers](#), [licensed family day homes](#), and [subsidy vendors](#). Coaching that meets the requirements outlined in this memo and is appropriately documented may be used to meet the mandatory annual training hours and required topics. Coaching may not replace the Virginia Preservice Training, Medication Administration Training, Daily Health Observation training, CPR/First Aid certification requirements, or the Department's health and safety update course required by subsidy regulations.

Coaching Definition

Coaching is a relationship-based process led by an expert with specialized knowledge and adult learning skills. Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors. It is focused on goal-setting and achievement for an individual or group.

- Coaching supports the development of specific skills and practices. It focuses on performance-based outcome(s) and uses relevant data to determine the participant's needs and measures progress.
- Coaching occurs through planned contacts with a participant, and concludes when the participants' specified goal(s) has been achieved.
- Coaching may be provided in-person, virtually, or a combination (hybrid) of methods.

Coaching Documentation

The following documentation of coaching should be kept by the facility in a manner that identifies which individual staff member(s) received the coaching, and is considered part of the staff member's record. (*see chart on next page*)



Documentation of training shall include:	Description for Coaching Documentation:
Name of Staff	<i>Name of the staff member(s) receiving the coaching</i>
Training Topic	<i>Topic or focus area of the coaching work</i>
Evidence that training on each topic required in this section has been completed	<i>Coaching completion certificate, or a copy of a coaching tracking/record log signed by the coach, to document coaching session(s) were completed</i>
Training delivery method	<i>Delivery methods include "in-person coaching" or "virtual coaching"</i>
The entity or individual providing training	<i>The name of the coach and the organization/agency the coach works for</i>
The number of training hours or credit hours received	<i>Number of coaching hours awarded based on the length of time for each coaching session. (Coaching sessions are typically 30 min-1 hour, which would equal .5 or 1 hour of training)</i>
The date of training	<i>Date of each coaching session</i>

If you have any questions, please contact your licensing inspector or [regional licensing office](#).