

Update to Child Care Online to Support Child Abuse Prevention Training Records

Information Session for Child Care Facilities

**Early Learning and Child Care Division
Department of Education and Early Childhood Learning**

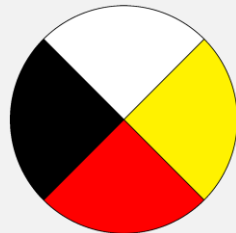
Thursday, October 23, 2025

Land Acknowledgement

We recognize that Manitoba is on Treaty 1, 2, 3, 4, 5, 6 and 10 Territories and the ancestral lands of the Anishinaabe, Anishininewuk, Dakota Oyate, Denesuline, Ininiwak and Nehethowuk Peoples.

We acknowledge Manitoba is located on the Homeland of the Red River Métis. We acknowledge northern Manitoba includes lands that were and are ancestral lands of the Inuit.

We respect the spirit and intent of Treaties and Treaty Making and remain committed to working in partnership with First Nations, Inuit and Métis people in the spirit of truth, reconciliation and collaboration.



Agenda

- Background to Canadian Centre for Child Protection and Commit to Kids program
- Record Keeping Requirements
- Overview of Changes to Child Care Online (CCO) –
New Fields Added to Record of Child Care Employee (RCCE) /
Record of Child Care Resident/Staff (RCCR)
- Q&A

Background

- In early 2024, Manitoba Education and Early Childhood Learning partnered with the Canadian Centre for Child Protection (C3P) to offer child abuse prevention training to all early childhood education professionals and volunteers in our province.
- This mandatory training was made **available at no cost** to all staff and volunteers in licensed infant, preschool, nursery, school-age and home-based programs.
- This training was also made available to early childhood education students in post-secondary programs.

Background

- Since May 9, 2024, child care professionals, volunteers and students have had access to a variety of online training, digital and print resources designed to provide the necessary knowledge and tools to mitigate the risk of child sexual abuse.
- Early childhood educators (ECEs), child care assistants (CCAs), and home-based providers, were also required to complete the **Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse** training and **Commit to Kids Child Sexual Abuse Prevention** training by **March 31, 2025**, with renewal every four years.

Record Keeping

Upon completion of training, participants receive:

- **Record of Participation** (C2K Foundational Information for Safeguarding Children from Sexual Abuse)
- **Certificate of Completion** (C2K Child Sexual Abuse Training for those Working with Children)

Facility Staff were expected to:

- Complete training by March 31, 2025
- As new staff come on board, they are required to complete the training within one year
- Retain their certificate for their records
- Provide a copy to their Director for record keeping purposes

Record Keeping

Directors/Licence Holders are expected to:

- Ensure all employees/staff/residents complete the training by March 31, 2025
- Retain copies of staff and volunteer certificates
- Provide evidence of meeting this requirement to Child Care Coordinator at annual licensing inspection
- Input this information into the **Record of Child Care Employee (RCCE)/ Record of Child Care Resident/Staff** sections in Child Care Online

Volunteers

Volunteers are encouraged to complete the *C2K Foundational Information for Safeguarding Children from Sexual Abuse* course and submit their record of completion to the Director or Licence Holder.

Changes to Child Care Online (CCO)

- To support Manitoba's commitment to child safety and transparency in training records, the **Record of Child Care Employee (RCCE) / Record Child Care Resident/Staff (RCCR) sections in Child Care Online have been updated.** These changes allow facility directors/licence holders to record and input
 - Child Sexual Abuse Foundational Training
 - Child Sexual Abuse Prevention Expiry Date

Training Details Reference Table

Details	C3P - Foundational	C3P - Prevention
Training Institution	Canadian Centre for Child Protection Inc	Canadian Centre for Child Protection Inc
Course Name	Child Sexual Abuse Foundational Training	Child Sexual Abuse Prevention Training
Course Validity Period	Valid for lifetime	Valid for 4 years
Course Expiry Period	Always valid	Expiry Date = Completion Date + Validity

OVERVIEW OF CHANGES IN CHILD CARE ONLINE (CCO)

Centres - Record of Child Care Employee (RCCE)

and

Home Providers - Record of Child Care Resident/Staff (RCCR)

New Fields Added

Record of Child Care Employee/Resident/Staff Listing

- The following fields have been added to both the Current List and Historical List views in the RCCE/RCCR sections:
 - **First Aid Expiry Date**
 - **CPR Expiry Date**
 - **Child Sexual Abuse Foundational Training**
 - **Child Sexual Abuse Prevention Expiry Date**
- These additions enhance tracking of employee/resident/staff qualifications and compliance with child protection standards.

Key Functionalities: Enhanced with New Fields

Record of Child Care Employee/Resident/Staff Listing

- Users can now:
 - **Add new** employee/resident/staff with the new training fields.
 - **Modify existing** employee/resident/staff to include or update the new fields.
 - **Remove** employee/resident/staff from the listing.
 - **Track training** compliance directly using the updated employee/resident/staff current list.
 - **View updated training** data in both the Current and Historical employee/resident/staff lists.

Screenshot with Updated Fields (Current and Historical Lists)

Name	Classification	40 Hr Training	Type	Hours	First Aid Expiry Date	CPR Expiry Date	Child Sexual Abuse Foundational Training	Child Sexual Abuse Prevention Expiry Date	Employment End Date
Name1	CCA	Yes	Core Hours Add'l Hours	30 0	2022/02/07	2022/02/07			
Name2	CCA	Yes	Core Hours Add'l Hours	0.00 0	2025/02/03	2025/02/03			
Name3	CCA		Core Hours Add'l Hours	0.00 0.00	2025/02/17	2025/02/17			
Name4	ECE II		Core Hours Add'l Hours	35.00 0.00	2025/02/03	2025/02/03			
Name5	ECE II		Core Hours Add'l Hours	35.00 0.00	2024/08/04	2024/08/04			

Add a New Employee/Resident/Staff (New Fields)

- 1. Select **Add Employee/Resident/Staff**
- 2. **Complete** all the preliminary questions
- 3. Select **Next**
- 4. **Complete** the Add an employee/resident/staff form

Add Employee

Name	Classification	40 Hr Training	Type	Hours	First Aid Expiry Date	CPR Expiry Date	Child Sexual Abuse Foundational Training	Child Sexual Abuse Prevention Expiry Date	Employment End Date
Name1	CCA	Yes	Core Hours Add'l Hours	30 0	2022/02/07	2022/02/07			Modify
Name2	CCA	Yes	Core Hours Add'l Hours	0.00 0	2025/02/03	2025/02/03			Modify
Name3	CCA		Core Hours Add'l Hours	0.00 0.00	2025/02/17	2025/02/17			Modify
Name4	ECE II		Core Hours Add'l Hours	35.00 0.00	2025/02/03	2025/02/03			Modify
Name5	ECE II		Core Hours Add'l Hours	35.00 0.00	2024/08/04	2024/08/04			Modify
Name6	CCA	Yes	Core Hours Add'l Hours	0.00 0.00					Modify
Name7	CCA	Yes	Core Hours Add'l Hours	0.00 0.00					Modify
Name8	CCA	Yes	Core Hours Add'l Hours	35.00 0.00	2025/01/22	2025/01/22			Modify
Name9	ECE III		Core Hours Add'l Hours	0.00 0	2024/08/04	2024/08/04			Modify
Name10	CCA	Yes	Core Hours Add'l Hours	0.00 0.00	2026/04/27	2026/04/27			Modify
Name11	CCA	Yes	Core Hours Add'l Hours	0.00 0.00	2026/11/25	2026/11/25			Modify
Name12	CCA	Yes	Core Hours Add'l Hours	0.00 0.00	2026/06/14	2026/06/14			Modify

Modify an Existing Employee/ Resident/Staff (New Fields)

- Select the **Modify** link for the employee/ resident/staff you want to modify
- **Make** the necessary modifications
- Select **Submit**

Add Employee									
Name	Classification	40 Hr Training	Type	Hours	First Aid Expiry Date	CPR Expiry Date	Child Sexual Abuse Foundational Training	Child Sexual Abuse Prevention Expiry Date	Employment End Date
Name1	CCA	Yes	Core Hours Add'l Hours	30 0	2022/02/07	2022/02/07			Modify
Name2	CCA	Yes	Core Hours Add'l Hours	0.00 0	2025/02/03	2025/02/03			Modify
Name3	CCA		Core Hours Add'l Hours	0.00 0.00	2025/02/17	2025/02/17			Modify
Name4	ECE II		Core Hours Add'l Hours	35.00 0.00	2025/02/03	2025/02/03			Modify
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Name12	CCA	Yes	Core Hours Add'l Hours	0.00 0.00	2026/06/14	2026/06/14			Modify

Training Information (New Fields)

- To manage an employee/resident/staff's training, click add another training to insert a new training
- or
- Click the delete button to remove a training

Training Information  

 To manage employee training, click add another training to insert a new training or click the delete  to remove a training. 

Mandatory 40 Hour Training Information (If a 40 hour course is not required for this employee, click the delete button to remove the training and skip this section)

 Course must meet eligibility criteria set out by the Early Learning and Child Care Division. [\(Refer to the 40-Hour Course Options section of the Early Learning Child Care Website\)](#)

Course Name



Course Name is required

Course Code



Course Code is required

Training Institution



Training Institution is required

Completion Date









Completion Date is invalid (YYYY-MM-DD)

+ Add Another Training

Manitoba government

Manitoba 

Enhanced View of Manage Employee Training Screen

Training Information

To manage employee training, click add another training to insert a new training or click the delete to remove a training.

Mandatory 40 Hour Training Information (If a 40 hour course is not required for this employee, click the delete button to remove the training and skip this section)

Course must meet eligibility criteria set out by the Early Learning and Child Care Division. (Refer to the 40-Hour Course Options section of the Early Learning Child Care Website)

Course Name

Course Name is required

Course Code

Course Code is required

Training Institution

Training Instituion is required

Completion Date

(YYYY-MM-DD)

Completion Date is invalid (YYYY-MM-DD)

+ Add Another Training

Training Information (New Fields)

- Use “add another training” to insert a new training
- This will allow you to add the C3P trainings

The screenshot shows a web form titled "Training Information" with a green checkmark icon. At the top, there is a section for "Average Hours Worked: (weekly - minimum of 0 must be)" with fields for "Core Hours" and "Additional Hours". Below these fields, red text indicates "Core Hours is required" and "Additional Hours is required".

The main section is titled "Training Information" and contains a note: "To manage employee training, click add another training to insert a new training or click the delete to remove a training." Below this is a section for "Mandatory 40 Hour Training Information (If a 40 hour course is not required for this employee, click the delete button to remove the training and skip this section)".

The "Mandatory 40 Hour Training Information" section includes a note: "Course must meet eligibility criteria set out by the Early Learning and Child Care Division. Refer to the 40-Hour Course Options section of the Early Learning Child Care Website)". It has four input fields, each with a green checkmark: "Course Name" (Testing Mandatory Course Name), "Course Code" (Testing Mandatory Course Code), "Training Institution" (Testing Mandatory Training Inst.), and "Completion Date" (2025-10-01). A red trash icon is located to the right of the "Completion Date" field.

A dropdown menu titled "Add Training" is open, showing "Training Type" with two options: "Select One" and "C3P - FOUNDATIONAL (this is the 23-minute foundational training)". A red arrow points from the "Add Another Training" button at the bottom to the dropdown menu. Another red arrow points from the "C3P - PREVENTION (this is the 3-hr comprehensive training series)" option in the dropdown menu to the "Add Another Training" button.

At the bottom of the form, there is a green button labeled "+ Add Another Training".

To add the employee's average hours worked, fill in the appropriate sections below. [Help Calculating Fluctuation](#)

Average Hours Worked: (weekly - minimum of 0 must be entered)

Core Hours

Core Hours is required

Additional Hours

Additional Hours is required

Training Information

To manage employee training, click add another training to insert a new training or click the delete to remove a training.

Mandatory 40 Hour Training Information (If a 40 hour course is not required for this employee, click the delete button to remove the training and skip this section)

Course must meet eligibility criteria set out by the Early Learning and Child Care Division. [Refer to the 40-Hour Course Options section of the Early Learning Child Care Website](#)

Course Name

Testing Mandatory Course Name ✓

Course Code

Testing Mandatory Course Code ✓

Training Institution

Testing Mandatory Training Inst. ✓

Completion Date

2025-10-01

(YYYY-MM-DD)

✓

+ Add Another Training

✖

×

C3P - PREVENTION (this is the 3-hr comprehensive training series)

(YYYY-MM-DD)



+ Add Another Training

Training Information (New Fields)

- View of the new C3P trainings when user adds a new training
- or
- Click the delete button to remove a training

Canadian Centre for Child Protection (C3P) - Foundational Training

For more information, click [here](#)

Training Institution: Canadian Centre for Child Protection Inc ✓

Course Name: Child Sexual Abuse Foundational Training ✓

Valid Period: Once in a lifetime

Completion Date: 2025-10-01 (YYYY-MM-DD)

Canadian Centre for Child Protection (C3P)- Prevention Training

For more information, click [here](#)

Training Institution: Canadian Centre for Child Protection Inc ✓

Course Name: Child Sexual Abuse Prevention Training ✓

Valid Period: Every Four Years

Completion Date: 2025-10-01 (YYYY-MM-DD)

Expiry Date: 2029-10-01 (YYYY-MM-DD)

Training Information (New Fields)

- Select **Save as working copy**
 - This will save your form but not submit.
- Select **Submit**
 - You will receive a successful submission screen.
- Select **Close**
 - This will close the form and any unsaved changes will be lost.

Canadian Centre for Child Protection (C3P)- Prevention Training

ⓘ For more information, click [here](#)

Training Institution

Canadian Centre for Child Protection Inc ✓

Course Name

Child Sexual Abuse Prevention Training ✓

Valid Period

Every Four Years

Completion Date

2025-10-01 (YYYY-MM-DD)

Expiry Date

2029-10-01 (YYYY-MM-DD)

Save as Working Copy Submit Close

Training Information (New Fields)

- Select ***Return to Employee/Resident/Staff List***
 - to exit from this screen and return to your home page
- or
- Select ***Add Employee/Resident/Staff***
 - to add another employee

Home and Centre Just Testing Centre - preschool(Facility No: 123XXX123)

✔ Add An Employee - Submitted Successfully.
Submission Number:
PWA59283

Please reference this number in all correspondence with the department.

Name: Centre AndHome

• A Classification Application must be completed for this employee. Please inform the employee to submit an application.

✉ Mail To:
Manitoba Education and Early Childhood Learning
Early Learning and Child Care Division
210-114 Garry Street
Winnipeg, Manitoba, Canada R3C 4V4
Telephone : 204 945-0776 | Toll Free : 1 888 213-4754 | manitoba.ca/childcare

[Return to Employee List](#)

If you need to add a new employee please click on this [+ Add Employee](#)

Enhanced View of Confirmation Screen

Home and Centre Just Testing Centre - preschool(Facility No: 123XXX123)

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[← Return to Employee List](#)

If you need to add an new employee please click on this [+ Add Employee](#)

Frequently Asked Questions

Are there any costs to take this training?

- The C3P training is provided **free of charge** to all licensed child care sector staff
- To access the specific training link for Manitoba facility employees/staff/residents/volunteers, see Circular- Partnership with the Canadian Centre for Child Protection- Child Abuse Prevention Initiative, May 9, 2024 : **Getting Started – How to Access Your Account tip sheet**

News, Circulars and Webinars visit :

www.manitoba.ca/education/childcare/childcare_news/current_circulars.html

Frequently Asked Questions

Is the C3P training requirement part of the current Child Care Regulation?

- No, these changes have not yet been incorporated into the Child Care Regulation, however, it is mandatory for all sector staff to complete this training.
- Amendments to the Child Care Regulation are being explored and if this requirement is incorporated, further briefings will be provided.

Frequently Asked Questions

What is the difference between the Foundational and Prevention training?

- **Foundational Training** is approximately 25 minutes in duration and is a one-time requirement and does not expire.
- **Prevention Training** is approximately 3 hours and must be renewed every four years.
- Both types of training are part of Manitoba's broader strategy to prevent child sexual abuse and promote safe care environments.

Frequently Asked Questions

Should the 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.

Frequently Asked Questions

Who is responsible for updating completed training records?

- In the case of centres, Directors are responsible for retaining copies of completed training certificates and updating employee records on CCO.
- In the case of homes, the licence holders are responsible for retaining copies of completed training certificates and updating resident/staff records on CCO.

Frequently Asked Questions

What is the timeline for the requirement to complete C2K Child Sexual Abuse Prevention training?

- Completion of the training by child care professionals is required by March 31, 2025 and every four years thereafter. As new staff come on board, they will also be required to complete the training within one year.

Contacts and Resources

For more information about the Partnership with the Canadian Centre for Child Protection-Child Abuse Prevention Initiative, view the [circular](#), [FAQ](#) and [webinar](#) at:

www.manitoba.ca/education/childcare/childcare_news/current_circulars.html

Learn more about ELCC initiatives and Manitoba's action plans under the agreements with Canada at:

www.manitoba.ca/education/childcare/actionplan.html.

For further questions, email Child Care Information Services at CDInfo@gov.mb.ca with the subject line "Commit to Kids" or call 204-945-0776 (toll free:1-888-213-4754).

For technical issues with Child Care Online, direct your inquiries to cdcfacility@gov.mb.ca

Questions?

Thank you!