

2025/2026 ELCC Child Abuse Prevention Training (C3P) & Updates to Child Care Online for Data Entry/Collection.

Wednesday, October 1, 2025

00:05

Jason Booth

Hi, good evening! My name is Jason Booth with Manitoba Early Learning and Child Care Division.

Thank you for joining us for this evening's webinar, Update to Child Care Online to Support Child Abuse Prevention Training Records.

This webinar will be presented tonight by Mario Gordon, Director of Workforce Development, and Sreekumar Kodyath, Workforce Engagement Coordinator.

Following the formal presentation, we'll have time for questions which you are welcome to submit via the chat throughout the presentation. We'll try to answer as many questions as we can, which will be read out tonight by Carmen Zubin, Licensing and Compliance Supervisor, and Jessica Brosch, Child Care Coordinator.

ELCC will be documenting all of the questions that are sent to ensure that even questions that aren't answered live will be reviewed and considered. As a reminder, please limit your questions to the matter at hand.

And with that, Sreekumar and I will deliver a land acknowledgement, and I'll turn things over to him for tonight's agenda.

01:07

Jason Booth

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

01:24

Sreekumar Kodyath

We acknowledge Manitoba is located on the homeland of the Red River Metis. 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 Metis people in the spirit of truth, reconciliation, and collaboration.

01:52

Sreekumar Kodiyath

To give a quick overview of today's agenda, the presentation will be covering the following.

Background to Canadian center for Child Protection and Commit to Kids program. Record keeping requirements, overview of changes to Child Care Online, new fields added to record of childcare employee, and record of childcare resident/staff, questions and answers.

Now, to provide some background information for today's session, in early 2024, Manitoba Education and Early Childhood Learning partnered with the Canadian Center for Child Protection 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.

02:54

Sreekumar Kodiyath

Since May 9, 2024, childcare 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, childcare assistants, and home-based providers, who also...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, this renewal, every 4 years.

With that background in mind, I'll now hand over things to Mario Gordon, Director, Workforce Development, who will continue the presentation.

03:42

Mario Gordon

Thanks, Sree. So, the next few slides are on record keeping.

So, after completing the training, participants receive a record of participation for the foundational safeguarding information and a certificate of completion for the child sexual abuse training for those working with children.

Facilities were expected to complete training by March 31st, 2025.

As new staff come on board, they are required to complete the training within one year. Retain their certificate for their records, and finally, provide a copy to their director for record-keeping purposes.

04:34

Mario Gordon

So, directors and license holders are expected to ensure all employees, staff, or residents complete the training by March 31st, 2025.

Retain copies of staff and volunteer certificates, provide evidence of meeting this requirement to Child Care Coordinator at annual licensing inspection and input this information into the record of childcare employee, record of childcare resident staff sections in Child Care Online.

Volunteers are encouraged to complete the Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse course and submit their record of completion to the director or license holder.

05:31

Mario Gordon

Changes to Child Care Online to support Manitoba's commitment to child safety and transparency in training records. The record of childcare employee, RCCE, and a record of childcare resident, our CCR sections in Child Care Online have been updated.

These changes allow facility directors, License holders to record and input Child Sexual Abuse Foundational training and Child Abuse Prevention expiry date.

06:11

Mario Gordon

So, this slide goes through a bit of, just a mapping of the training details. So, there are three columns on the left.

We have the details, which is training institution, course name, course validity period, and course expiry period. Middle column is the foundational training, and the far-right column is the prevention training.

In all instances, or in both instances, the training institution is the Canadian Center for Child Protection. The course name is different for each of those, depending on the course and then the expiry period.

So, the foundational course is valid for lifetime. The prevention course is valid for 4 years. The expiry period, so the foundational training is always valid, it never expires. The prevention training expires and so the expiry date is automatically updated within Child Care Online using the completion date and the validity date of 4 years.

07:32

Mario Gordon

The following slides, apply to both RCCE and RCCR.

Even if a slide specifically mentions RCCE or uses RCCE-related terminology. The same content and concepts are applicable to our RCCR.

The only difference will be in the terminology displayed, but the structure and intent remains consistent across both.

08:09

Mario Gordon

So, in terms of some new fields that have been added to Child Care Online.

The following fields have been added to both the current list and historical list views, in Record of Child Care Employee. 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, and staff qualifications, and compliance with child protection standards.

08:52

Mario Gordon

So, for some key functionalities that have been added.

Users can now add a new employee, resident, or staff within the new training fields, they can modify existing, employee, resident, or staff.

To include or update the new fields, remove employee, resident, or staff from the listing. Track training compliance directly using the updated employee, resident, or staff current list. As well as view updated training data in both the current and historical employee resident, or staff listing.

09:42

Mario Gordon

So, this screenshot, shows a list of updated fields within the current and historical views, or sorry, current and historical list.

So, if you see the arrows on the screen. Those are some new fields, that have been added. So, first aid, expiry date, CPR expiry date, Child Sexual Abuse Foundational Training, and child sexual abuse prevention expiry date.

So, while First aid expiry date and CPR expiry date were previously part of the RCCE system. They are now included as visible fields in both the current list and historical views.

This enhancement allows users to easily view expiry dates for first aid, CPR, and child sexual abuse foundation and prevention certificates directly from the employee listings.

Also, allows them to quickly assess compliance with health, safety, and child sexual abuse foundation and prevention training requirements. As well as timely renewals by monitoring expiry days without needing to open individual employee records.

11:14

Mario Gordon

So, this screenshot here walks you a bit through how to add a new employee, resident or staff.

So, at the top right, column circled, you see Add Employee. You'd select Add Employee Resident, or Staff as applicable. Complete all the preliminary questions, select next, and complete the Add an Employee, Resident, or staff form.

You're now able to modify an existing employee, resident, or staff with some new fields here. So, on the right, you're able to select the modify link for the employee, resident, or staff you want to modify.

Make the necessary modifications, and then select Submit.

12:12

Mario Gordon

So, this is the new training information screen, that you'll see in CCO.

To manage an employee, resident, or staff training, click Add Another Training. To insert a new training or click the delete button to remove training.

So, this screen here is just showing an enhanced version of the previous screen that gives you a better sense of the course names, course codes, training institutions, completion date and as you see there, the ability to delete an entry if you make an error and also then the ability to add new training.

13:06

Mario Gordon

So, if you were to use the add another training button, this would give you the option to add another training into the existing employee's records that you're currently modifying.

So, this screen shows an enhanced version of the previous screen and so you can see there if you were to have included for that employee the foundational training. You'll be able to select add another training and then be able to then add the prevention training without having to exit that employee's modification screen.

13:55

Mario Gordon

Here we have just a view of the new C3P training when user adds a new training. So once again, if you add a new training, you get an option there to see the different training options that are available and once again, you can click the delete button to remove a training if something was, included incorrectly.

So, once you have done the modifications to an individual's training records. You can select Save as Working Copy. This will save your form but will not submit it. Once you are ready to submit, select Submit. You'll receive a successful submission screen.

If you choose not to save or submit, and you'd like to hit close, this will close the form, and any unsaved changes will be lost.

So, once you hit the submit button, you would see this screen, that lets you know your submissions has been, submitted.

15:20

Mario Gordon

You then have a couple additional options from this screen. You can select Return to employ a resident or staff listing, just on the left.

So, to exit from the screen and return to your home page, or you can select Add Employee, Resident, or Staff to add another employee and so, this is just an enhanced view of the previous screen.

15:59

Mario Gordon

So, I'll be going through some frequently asked questions now, but if you have any additional questions, please feel free to send them in the chat.

16:12

Mario Gordon

So, are there any costs to take this training?

16:17

Mario Gordon

The C3P training is provided free of charge to all licensed, childcare sector staff.

To access the specific training link, to make sure that you are then able to access the training for free, please, review the circular that was shared on May 9th, 2024.

Within that circular, there would be some additional information, with a getting started tip sheet. That tip sheet has the information on how to Create an account and get started.

17:04

Mario Gordon

Is the C3P training requirement part of the current childcare regulations?

17:12

Mario Gordon

So no, these changes have not yet been incorporated into child care regulation.

However, it is mandatory for all sector staff to complete this training.

Amendments to the childcare regulations are being explored and if this requirement is incorporated, further briefings will be provided.

17:39

Mario Gordon

What is the difference between the foundational and prevention training?

17:45

Mario Gordon

The foundational training is approximately 25 minutes in duration and is a one-time requirement and does not expire.

The prevention training is approximately 3 hours and must be renewed every 4 years.

Both types of training are part of Manitoba's broader strategy to prevent child sexual abuse and promote safe care environments.

18:19

Mario Gordon

Should Facilities retain hard copies of the employee, staff, Residence certificates, records of completion?

18:29

Mario Gordon

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

18:46

Mario Gordon

Who is responsible for updating completed training records?

18:52

Mario Gordon

In the case of centers, directors are responsible for obtaining copies of completed training certificates and updating employee records on CCO.

In the case of homes, the license holders are responsible for retaining copies of completed training certificates and updating resident, staff records on CCO.

19:18

Mario Gordon

What is the timeline for the requirement to complete the child sexual abuse prevention training?

19:27

Mario Gordon

Completion of the training by child care professionals is required by March 31st, 2025, and every 4 years thereafter.

As new staff come on board, they will also be required to complete the training within one year.

19:48

Mario Gordon

For more information about the partnership with Canadian Center for Child Protection, Child Abuse Prevention Initiative. Please view the circular, frequently asked question, and webinar on our website.

You can learn more about ELCC initiatives and Manitoba's action plans under the agreements with Canada, also on our website under Action Plans.

For further questions, specifically about, Commit to Kids and, the requirements around that, you can email CDCinfo at gov.mb.ca with the subject line Commit to Kids.

For technical issues with childcare online, you can, send those inquiries to CDCfacility at gov.mb.ca.

20:53

Jason Booth

Thank you, Mario.

We're just reviewing the questions, and we'll begin with some answers momentarily.

21:52

Carmen Zubin

Okay, thank you. Mario, we have a question from Luz.

Luz is wondering if you can please describe both types of training, the foundational and the other...Second part, the completion?

22:06

Mario Gordon

So, the foundational information for safeguarding children from sexual abuse.

This training is really just a foundation and some of the basics in terms of how we're able to safeguard children from sexual abuse.

This training takes approximately 25 minutes and participants receive a record of participation upon completion of the final quiz. You are required to get 100% on that final quiz, to be issued the record of completion.

So, this foundational training, we are encouraging facilities and boards to encourage volunteers to complete this foundational training the Commit to Kids Child Sexual Abuse prevention training.

So, this is a more in-depth, training. It's specifically, developed for those working with children. So, this training takes approximately 3 hours and participants receive a certificate of completion after successful completion of the knowledge validation test, where you receive 80% or more.

Both these trainings were developed with a trauma-informed background and thinking, which means that it's developed with knowledge that some individuals that may be taking this training perhaps experience trauma related child sexual abuse. So developed with that in mind and to be trauma-informed.

24:00

Carmen Zubin

Thank you, there's two more parts to this question.

So, the second part, is this training required for all family child care providers?

24:13

Mario Gordon

Yes, this training is required for child family providers.

24:19

Carmen Zubin

And the last part of that question is, can you tell us where to get the training and when it is available?

24:29

Mario Gordon

So, the training has been available, since May 2024.

So, there was a circular and frequently asked question that was share, with the sector in May of 2024. Within that circular was a tip sheet, that tip sheet had a link

The link would take you to the Canadian Center for Child Protection Services website, where you're able to create an account, and when you create an account, you're then able to complete that training and take the validation test.

It is important to note that you only receive the training for free if you follow the link in that specific circular. If you were to go directly to the Canadian center for Child Protection website, you would be asked to pay for the training.

25:29

Carmen Zubin

Thank you.

Okay, our next question is from Sherry. So, Sherry is asking if... are subs required to complete both?

25:41

Mario Gordon

Yes, substitutes are required to complete both, and I think that becomes a decision with each facility in terms of how they want to make sure that the substitutes are able to complete both training.

25:57

Carmen Zubin

Thank you.

Next is a question, from Jean. Jean is asking, how long before changes are updated or reflected after the submission is entered?

26:15

Mario Gordon

The changes should be reflected for... 24 hours after you have submitted.

26:25

Carmen Zubin

Thank you.

Jean also has a follow-up question to that, too, is, and... Sorry, Jean indicates, though it is not required for family members or residents of the home to take this mandatory training, but can they if they are interested?

26:42

Mario Gordon

Yes. If they are interested, they are able to take the training and so something that could be done as well is taking the training as a group.

So, while you could take the training as a group, each individual will need to have an account and within that account they would be able to take the validation test and then be issued a certificate.

So definitely encourage, the idea of taking the training as a group, if it fits within each home or facility's Professional development.

But each person will be required to create their own account and complete the validation test so that they are issued a certificate that can be kept for theirs and their facility's records.

27:39

Carmen Zubin

Okay, and Jean is also asking if those records can then be modified on the record of child care resident?

27:48

Mario Gordon

Yes, records can be modified on a record of childcare residence.

27:53

Carmen Zubin

Thank you.

27:56

Jessica Brosch

We have a question from Elizabeth about, what if they enter a duplicate submission or a wrong submission on Child Care Online?

Is there a way to fix that, delete it?

28:14

Mario Gordon

Yes, you can. So, you should send an email to a CDC facility explaining the issue, so CDCfacility at gov.mb.ca, and they'd be able to address some of those issues for you.

28:54

Jason Booth

Okay, thank you very much, everyone.

I just want to express my appreciation to Carmen and Jessica, Sreekumar and Mario for tonight's presentation that was Update to Child Care Online to Support Child Abuse Prevention Training Records.

For questions pertaining to the Commit to Kids program, and to the child sexual abuse prevention training in general please send those to CDCinfo at gov.mb.ca.

If you have technical questions involving CCO those can be addressed to CDCfacility at gov.mb.ca.

29:35

Jason Booth

That concludes tonight's webinar.

We will have a recording and a transcript and a copy of the PowerPoint presentation on our website at manitoba.ca/childcare, within the next few business days.

And thank you for joining us. Have a pleasant evening.