



DEPARTMENT OF THE NAVY
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From: Commander, Navy Installations Command

Subj: NAVY CHILD AND YOUTH PROGRAMS VIRTUAL LAB SCHOOL TRAINING
POLICY

Ref: (a) OPNAVINST 1700.9E

Encl: (1) Virtual Lab School Implementation Requirements
(2) Virtual Lab School Training Course Requirement
(3) Virtual Lab School Notification Memo

1. Reference (a) requires all Child and Youth Programs (CYP) to utilize a standardized training program for all CYP professionals in order to promote intellectual, social, emotional, and physical development of children and youth.
2. The Virtual Lab School (VLS) has been developed to support the ongoing need for quality professional development. The VLS courses include 13 Child Development Core Competencies covering developmentally appropriate practices for working with children from birth to age 12 through an extensive web-based repository of professional development videos, research-based content, and relevant interactive learning material.
3. The VLS courses will replace the Navy Standardized Training Program currently being used to train new CYP Professionals and requires union notification as this will be a change in the condition of employment. Upon receipt of this policy letter, Installations with union representation are required to begin the notification process. Pursuant to the applicable collective bargaining agreement and with the assistance of the local human resources office, CYP must now meet its obligation to notify the appropriate union and negotiate the change in the condition of employment. Regions must notify Commander, Navy Installations Command (N926) via email when bargaining and negotiations are completed.
4. In order to support the transition to the VLS Courses, comprehensive training will be provided to all Installations as part of a phased approach to implementation. Enclosures (1) through (3) provide operational requirements and guidance that all CYP are required to implement as part of the transition to the VLS platform.

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5. My point of contact is Ms. Maryann Coutino, who may be reached at (901) 874-6920, DSN 882-6920, or maryann.coutino@navy.mil.

A handwritten signature in black ink, appearing to be 'J. Hieb', written in a cursive style.

J. HIEB
By direction

Distribution:

Region and Installation Fleet and Family Readiness Directors
Region and Installation Morale, Welfare and Recreation Directors
Region and Installation Child and Youth Programs Directors



CHILD AND YOUTH PROGRAMS

Virtual Lab School Implementation Requirements

OVERVIEW: This enclosure provides requirements for Navy Child and Youth Programs (CYP) to implement the use of the Virtual Lab School (VLS) Training Course Tracks for direct care staff, trainers, and managers. CYP will ensure the guidance is implemented within the timelines prescribed.

VLS REGIONAL TRAININGS:

The Office of Secretary of Defense (OSD), in partnership with Ohio State University is conducting regional trainings to support VLS implementation for all military services. A phased VLS system rollout will occur by Region between July 2016 and December 2017. As part of the rollout process, designated CYP trainers (i.e., training and curriculum specialists (T&Cs), training specialists, and assistant trainers) are required to attend the VLS regional trainings. Upon completion of the training, Installations within each Region are authorized to begin utilizing the VLS system.

Installations are not authorized to implement the VLS system until the Region's CYP trainers have completed VLS regional training.

Installations will be notified by Commander, Navy Installations Command (CNIC) CYP at least 30 days prior to the Regions' scheduled training and rollout. The notification will include information about the training dates, location, and **required** pre-work for the designated CYP trainers.

- Each designated CYP trainer must complete approximately five hours of course work and three hours of administrative pre-work prior to the first day of training. CNIC CYP strongly recommends that participants are authorized a full work day to complete the pre-work.
- Trainers will complete the required pre-work using the VLS publicly accessible site.
- Until a Region is trained on the VLS system, CNIC CYP discourages the use of the VLS publicly accessible site, except for trainer's pre-work as referred to above.

VLS IMPLEMENTATION PROCESS AND TIMELINE:

The VLS courses will replace the Navy Standardized Training program currently being used to train new CYP professionals. This requirement will be a change in the condition of employment. Enclosure (2) provides required timeline for all CYP positions and recommended courses to assign. Installations with union representation are required to begin the notification process. Pursuant to the applicable collective bargaining agreement and with the assistance of the local human resources office, CYP must now meet the obligation to notify and negotiate the change in this condition of employment with the appropriate union. Regions must notify CNIC CYP via email when bargaining and negotiations are complete.



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Immediately upon receiving the CNIC CYP notification of VLS regional training, managers will be required to provide written notification (enclosure (3)) to all new CYP professionals and those currently assigned to the Navy Standardized Training Program of the transition to VLS.

Following the VLS regional training, trainers and managers will work together as a team to develop a written program implementation plan to fully transition to the VLS system within 90 days of the VLS regional training.

Development of Program Implementation Plan

The following tasks will be included in the program implementation plan and completed by trainers and managers as part of the transition to the VLS platform:

1. Trainer's Review of VLS Courses for Direct Care Staff

- In preparation to support the transition of direct care staff from the Navy Standardized Training Program Modules to VLS, trainers will be provided time to review and familiarize themselves with the VLS content.
- During the review process, trainers will not delay course completion for staff while reviewing the content on VLS.
- Based on the content review, trainers will develop and provide supplemental training to all CYP staff to support operational requirements in accordance with OPNAV and local policies and available operating manuals (i.e., Child Abuse, Prevention, Education and Reporting; Interactions and Relations; and Accountability and Supervision). The content within the VLS is not entirely specific to Navy policy.

2. Establishing VLS Accounts

- Installation administrators will establish a VLS account for all management and training team members.
- Trainers will establish accounts for direct care staff currently in the process of completing the Navy Standardized Training Program Modules, newly-hired direct care staff, and CYP volunteers requesting to complete VLS coursework.

3. Assigning Tracks and Coursework for Current and New Employees

Trainers are required to assign tracks to all current employees working on modules and any new employees. After trainers have made track assignments, they will assign specific courses for each CYP employee within 60 days of implementation at the Installation. Enclosure (2) provides required and recommended courses to assign.

CYP will continue to use the current Navy Child Abuse Modules until the VLS regional training is implemented. The VLS Child Abuse courses address the same required topics and have been developed for each track (Infant & Toddler, Preschool, and School Age Care, Management, and Training & Curriculum Specialists). However, supplemental



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training must be provided to ensure all CYP employees and volunteers are trained on the requirements for reporting as outlined in the CAPER operating manual.

The Direct Care tracks are: Infants & Toddlers; Preschool; and School Age Care.

Direct Care Employees and CDH Providers

Direct care employees will be assigned to the VLS track based on the primary age group in which the employee works. If an employee is not assigned to a specific age group, the trainer should consult with the employee's supervisor to determine the appropriate track based on the program's needs.

- **Youth Program employees** (Teen/Youth Sports and Fitness) will continue to complete the current Navy Youth or Youth Sports Modules, as prescribed, **AND** complete the VLS School Age Care Child Abuse Courses.
- **Child Development Centers (CDC) and School Age Care (SAC) employees** who work directly with children and youth will successfully complete the Navy Standardized Training Program Modules and/or VLS training track specific to the group of children or youth to which they are primarily assigned within 24 months of hire.
- **24/7 employees** may be assigned to any VLS track for completion, after working with the trainer and manager to determine the program's need.
- **Child Development Homes (CDH) providers** will continue to use the current Navy Standardized Training Program. A VLS track for providers is under development and guidance will be provided upon release.

Direct care staff who have completed a Child Development Associate degree or Associate of Arts or Bachelor of Arts degree in early childhood education, or other applicable degree may test out of the VLS courses by reading the course content and successfully passing both the Knowledge Assessment and Competency Assessment. This option will only be applied if the trainer is confident in the employee's ability to demonstrate skill competencies. If the employee is unable to demonstrate skill competence, the trainer will have the individual complete a VLS track.

Support Employees and Volunteers

The following employees and volunteers will complete the child abuse courses using the VLS Publicly Accessible Site:

- CDC support employees (i.e. operations clerk, food service professionals, and janitors) will complete the VLS Infant & Toddler Child Abuse courses.



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- Volunteers may select any VLS Child Abuse Courses for completion after working with the trainer and manager to determine the program's need.
- SAC/Youth support employees (i.e. operations clerk, food service professionals, and janitors) will complete the VLS SAC Child Abuse courses.

Training Team Professionals

All current members of the training team (i.e. T&C, training specialist, and assistant trainers) are required to complete the VLS Trainers track within one year following Installation implementation. This requirement is effective even if the trainer was not designated to attend the VLS regional implementation training. All new training team members are required to complete the VLS Trainers track within one year of hire.

Management Team Professionals

All current members of the management team (i.e. directors, assistant directors, teen coordinators, CDH monitors, Youth Sports and Fitness coordinators) are required to complete the VLS Management track within one year following the Installation implementation date. All new management team members are required to complete the VLS Management track within one year of hire date.

VLS COURSE VALIDATION, CERTIFICATION AND CYMS DOCUMENTATION:

1. Trainers are required to review and approve all assignments and assessments in the VLS system that is completed by direct care professionals.
2. Managers are required to review and approve all assignments and assessments in the VLS system that has been completed by trainers.
3. Trainers are required to review and approve all assignments and assessments completed through the publicly accessible VLS site by support staff and volunteers.
4. After a direct care employee completes a VLS course, it must be logged in Child Youth Management System (CYMS) using the appropriate CYMS code and hours associated to that course, based on the Clock Hours of VLS Courses: Direct Care Tracks sheet.
5. Direct Care employees must complete all 15 courses in the VLS system in order to receive a VLS track completion certificate.
6. Professionals who use a combined process to complete the Navy Standardized Training Program (Modules) and VLS courses will be issued the current Navy Standardized Training Program completion certificate.



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7. If an individual who is not a direct care staff (i.e., director, operations clerk, volunteer, etc.) elects to earn a certificate for completing a VLS course or a VLS track, the trainer will enroll the individual in a direct care track of the individual's choice (Infant & Toddler, Preschool, or School-Age) and assign courses. Priority consideration will be given to direct care staff who are required to complete the VLS courses.
8. Supplemental training hours will be documented in CYMS based on the Clock Hours of VLS Courses: Direct Care Tracks sheet for any employees who complete additional VLS lessons.

VLS SUPPORT:

- It is recommended that CNIC CYP provided laptops or iPads be used to access the VLS system. Depending on local information technology (IT) security, Navy Marine Corps Intranet (NMCI) computers might deny access to the VLS or have long buffering times when streaming videos. The VLS has mobile optimization and lessons can be completed on an iPad or other handheld device.
- Technical issues regarding internet connectivity function and computer software should be addressed utilizing local IT protocols.
- Policy, implementation, and technology questions that cannot be resolved locally should be addressed to CYPVLS@navy.mil.
- A question and answer document will be published periodically and placed in the CNIC CYP e-Library.



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Virtual Lab School Training Course Requirement

New CY-I Entry Level Direct Care Track (Infant/Pre-Toddler/Toddler/Pre-School/School Age Care)

All paid Child and Youth Programs employees who are responsible for the direct care of children must complete the Virtual Lab School (VLS) courses specific for the age group of children they are assigned. Courses must be completed within 24 months of date of hire. If an employee is initially hired at the CY-I/GS-3 or CY-II/GS-4 position, the courses must be completed within 18 months of hire. The following VLS courses shall be completed during the first six months of employment in accordance with the Individual Development Plan:

- Child Abuse: Identification and Reporting
- Child Abuse: Prevention
- Positive Guidance
- Safe Environments

Training and Curriculum Specialist can assign the remaining courses as required:

- Healthy Environments
- Cognitive Development
- Learning Environments
- Family Engagement
- Physical Development
- Creative Expression
- Communication & Language Development
- Social & Emotional Development
- Self & Cultural Understanding
- Professionalism
- Program Management

Training & Curriculum Specialist Track

The following VLS courses must be completed (as part of orientation) within **60 days** from the date of hire:

- Child Abuse: Identification and Reporting
- Child Abuse: Prevention

The following VLS courses must be completed within **one year** from the date of hire:

- Self & Cultural Understanding*
- Program Management*
- Professionalism*
- Communication & Language Development
- Cognitive Development
- Healthy Environments



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- Learning Environments
 - Family Engagement
 - Physical Development
 - Creative Expression
 - Social & Emotional Development
 - Positive Guidance

Management Track

The following VLS courses must be completed (as part of orientation training) within **60 days** from the date of hire:

- Child Abuse: Identification and Reporting
- Child Abuse: Prevention

The following VLS courses must be completed within **one year** from the date of hire:

- Self & Cultural Understanding*
- Program Management*
- Professionalism*
- Communication & Language Development
- Safe Environments
- Cognitive Development
- Healthy Environments
- Learning Environments
- Family Engagement
- Physical Development
- Creative Expression
- Social & Emotional Development
- Positive Guidance

**Recommended courses to complete first.*



CHILD AND YOUTH PROGRAMS (CYP) Virtual Lab School Notification Memo

To: All Navy CYP Professionals
From: [enter Region/Installation]
Date: [enter date]

Subject: NOTIFICATION OF TRANSITION TO VIRTUAL LAB SCHOOL SYSTEM
FROM NAVY STANDARDIZED TRAINING MODULES

The Office of Secretary of Defense (OSD), in partnership with Ohio State University has developed the Virtual Lab School (VLS) Training Course Tracks for Navy Child and Youth Programs direct care staff, trainers, and managers. This memo provides guidance pertaining to the transition process.

1. Programs have 90 days to complete the transition to the VLS system. The completion date is **[enter date 90 days post-training completion]**. During the transition period, employees will complete any current Navy Standardized training module(s) in progress. At the end of the 90 day transition period, all employees will use the VLS platform to complete any remaining course work.
2. In order to receive credit for any remaining Navy Standardized Training Program modules, the employee must complete the module process, including the Trainer's review of the module(s), and pass the knowledge and competency assessments by **(enter date 90 days post training completion)**.
3. If the employee is unable to complete the module(s) process within 90 days, the employee will need to complete the entire corresponding course utilizing the VLS system. Trainers should work together to ensure there are not significant instances in which employees are not able to complete the process within the 90 days.
4. Making the transition from the Navy Standardized Training Program Modules to the VLS system does not extend the amount of time the employee has to complete the VLS track. For new direct care employees, the entire set of modules and/or VLS track must be completed within 24 months of hire. If a direct care employee is initially hired at the CY-I/GS-3 or CY-II/GS-4 position, the courses must be completed with 18 months of hire.
5. Direct care employees transferring between Installations who have not completed the 15 modules or courses will be required to complete the remaining courses or modules in whichever system the receiving Installation is currently using.
6. Module completion and VLS courses must be completed during the employee's scheduled hours.