

Annual Training: Licensed Family / Residential Certificate



Name: _____

Individuals who are required to have annual child care training include all regular employees who care for children regardless of the number of hours worked each week. This includes employees who have dual roles such as a driver who cares for the children when not driving.

Individuals who are hired within 60 calendar days before the license expires must complete a prorated number of training hours, but their review of all of the training topics is not required until the provider’s next license year.

Employees, guests, and volunteers who never have caregiving duties (i.e., they are not responsible for meeting the needs of the children, including protection and supervision), such as cooks, secretaries, receptionists, bookkeepers, custodians, drivers, and maintenance workers, do not need to complete annual training.

Training Topic	Date	Source	Interactive Hours	Non Interactive Hours
Section 7: Personnel and Training Requirements				
Section 8: Background Checks				
Section 9: Facility				
Section 10: Ratios and Group Sizes				
Section 11: Child Supervision and Security				
Section 12: Child Guidance and Interaction				
Section 13: Child Safety and Injury Prevention				

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Training Topic	Date	Source	Interactive Hours	Non Interactive Hours
Section 14: Emergency Preparedness, Response, and Recovery				
Section 15: Health and Infection Control				
Section 16: Food and Nutrition				
Section 17: Medications				
Section 18: Activities				
Section 19: Play Equipment				
Section 20: Transportation				
Section 21: Animals				
Section 22: Rest and Sleep				
Section 23: Diapering				
Section 24: Infant and Toddler Care				
Children with special needs				
Disaster preparedness, response, and recovery				
Pediatric first aid and CPR				
Prevention of infectious diseases				

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Training Topic	Date	Source	Interactive Hours	Non Interactive Hours
Prevention of shaken baby syndrome, abusive head trauma, and coping with crying babies				
Prevention of sudden infant death syndrome, and the use of safe sleeping practices				
Prevention, signs, and symptoms of child abuse				
Principles of child growth and development				
Recognizing homelessness and available assistance				
Safe handling and disposal of hazardous materials				
Interactive / Non Interactive Hours:				
Total Hours:				

This form is provided for technical assistance purposes only. Providers may use this form if they choose, but are not required to use this form.