

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	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			
Section 14: Emergency Preparedness, Response, and Recovery			
Section 15: Health and Infection Control			
Section 16: Food and Nutrition			
Section 17: Medications			

Training Topic	Date	Source	Hours
Section 18: Activities			
Section 19: Play Equipment			
Section 20: Transportation			
Section 21: Animals			
Children with special needs			
Disaster preparedness, response, and recovery			
Pediatric first aid and CPR			
Prevention of infectious diseases			
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			

Annual Training: Out of School Time



Training Topic	Date	Source	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.