Use of this template is optional; alternative forms must meet all current rule requirements.

Annual training record

Name: _____ Date hired: _____

Child care rules/requirements			
Topic	**Training source**	**Date complete**	**Training time**
Rule/requirement section 1			
Rule/requirement section 2			
Rule/requirement section 3			
Rule/requirement section 4			
Rule/requirement section 5			
Rule/requirement section 6			
Rule/requirement section 7			
Rule/requirement section 8			
Rule/requirement section 9			
Rule/requirement section 10			
Rule/requirement section 11			
Rule/requirement section 12			
Rule/requirement section 13			
Rule/requirement section 14			
Rule/requirement section 15			
Rule/requirement section 16			
Rule/requirement section 17			
Rule/requirement section 18			
Rule/requirement section 19			
Rule/requirement section 20			
Rule/requirement section 21			
Rule/requirement section 22			
Rule/requirement section 23			
Rule/requirement section 24			

Additional required topics			
Topic	**Training source**	**Date complete**	**Training time**
Administration of medication			
Building and physical premises safety			
Child growth and brain development			
Children with disabilities			
Emergency preparedness plan			
Pediatric first aid and CPR			
Precautions when transporting children			
Prevention of infectious diseases			
Prevention of food-related emergencies			
Prevention of shaken baby syndrome			
Prevention of SIDS			
Prevention and reporting of child abuse			
Recognizing homelessness			
Safe handling of hazardous materials			
Other training completed			
		Total training time:	0

Instructions

Certain information must be documented, including the **topics** an employee has been trained on, the **source of training** on each topic (e.g. presenter, website, etc.), the **date** training on a topic was completed, and the **time** it took to complete training on each topic.

Time may be recorded in hours or minutes, but should be consistent throughout the form. For example, rather than entering 1 hour and 30 minutes, you could put 90 minutes or 1.5 hours.

Licensed family and **residential certificate** providers must also indicate if the time completed for a topic was interactive or noninteractive.

The **other training completed** section is available if staff completed training on other topics they would like to record toward their annual training. In order for training to be counted toward annual training, it must relate to creating a safe child care environment.

Training on other topics does not replace the need to be trained on all rule sections and additional required topics.

Exceptions

All pre-filled topics are required with the following exceptions:

- Only **license exempt** and **FFN** programs are required to train on **sections 1-6**. All other license types may skip training on these sections.
- **Commercial preschool** programs are not required to train on **sections 23-24**.
- **Out-of-school-time** programs are not required to train on **sections 22-24**.