

# Child care annual training guide

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## Purpose

This is not a legal document. This manual is provided as guidance and does not override or replace the need to be familiar with rules. Current rules may be found on the [DLBC website](#).

This document provides an overview of annual training requirements for child care programs.

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## An overview of annual training

Child care employees, including providers, directors, provider/director designees, and caregivers, are all required to complete training every year. This requirement is called annual training.

The purpose of annual training is to stay up-to-date with licensing requirements and important safety standards. Well-trained people are better prepared to prevent and respond to health and safety issues.

## Timeframe

Employees must complete annual training each year during their facility's **licensing year**. A licensing year starts the day a facility's license is issued and ends the day that license expires.



## Minimum requirements

There are two completion requirements for annual training: Employees must complete a minimum amount of **time** and receive training on specific **topics**. Child care programs may create and adapt their annual training program as they see fit, as long as these minimum standards are met.

## Training hours

The minimum number of annual training hours an employee must complete is based on the type of program they work for. Table 1 lists the minimum training hours required for each program.

| Table 1: Minimum annual training hours required by license type |         |          |          |
|-----------------------------------------------------------------|---------|----------|----------|
| Program type                                                    | 5 hours | 10 hours | 20 hours |
| Child care center                                               |         |          | X        |
| Commercial preschool                                            |         | X        |          |
| Family, friend, & neighbor (DWS FFN)                            | X       |          |          |
| Hourly center                                                   |         | X        |          |
| License exempt (DWS approved)                                   |         | X        |          |
| Licensed family                                                 |         |          | X        |
| Out-of-school-time                                              |         | X        |          |
| Residential certificate                                         |         | X        |          |

## Interactive training

Residential child care programs (**licensed family** and **residential certificate**) are required to have their employees complete interactive training. Interactive training simply means the format permits the trainer and participants to interact with each other real-time. For example, attending an in-person workshop or a live online webinar would both be considered interactive training formats.



***Watching, reading, or listening to prerecorded materials does not count as interactive training.***

Programs are not required to complete interactive training using any specific source. Programs may even prepare/conduct their own interactive training, though if an employee presents training they may not count the time they spend presenting as interactive training for themselves. Only other employees participating in the training may count it as interactive training.

**Licensed family** employees are required to complete a minimum of **10 hours** of interactive training.

**Residential certificate** employees are required to complete at least **5 hours** of interactive training.

## **Prorating annual training hours**

There are specific situations in which it may be appropriate to prorate (reduce) the total number of training hours an employee is required to complete during a given year.

## **Employees hired partway through the licensing year**

If an employee is hired into a position that requires them to complete annual training partway through their facility's licensing year, their training hours may be prorated. This includes new employees and current employees transitioning from a position that did not require annual training to one that does.

These employees must complete either **1 ½ hours** (20 hour programs) or **45 minutes** (10 hour programs) for each month they're employed. Tables 2 and 3 outline the total number of hours an employee must complete based on the month they started working and the month their facility's licensing year ends.



**Table 2: Prorated hours for employees hired partway through the licensing year in programs with a 20 hour requirement**

| Month person started | Month licensing year ends |      |      |      |      |      |      |      |      |      |      |      |
|----------------------|---------------------------|------|------|------|------|------|------|------|------|------|------|------|
|                      | JAN                       | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | OCT  | NOV  | DEC  |
| JAN                  | 0                         | 1.5  | 3    | 4.5  | 6    | 7.5  | 9    | 10.5 | 12   | 13.5 | 15   | 16.5 |
| FEB                  | 16.5                      | 0    | 1.5  | 3    | 4.5  | 6    | 7.5  | 9    | 10.5 | 12   | 13.5 | 15   |
| MAR                  | 15                        | 16.5 | 0    | 1.5  | 3    | 4.5  | 6    | 7.5  | 9    | 10.5 | 12   | 13.5 |
| APR                  | 13.5                      | 15   | 16.5 | 0    | 1.5  | 3    | 4.5  | 6    | 7.5  | 9    | 10.5 | 12   |
| MAY                  | 12                        | 13.5 | 15   | 16.5 | 0    | 1.5  | 3    | 4.5  | 6    | 7.5  | 9    | 10.5 |
| JUN                  | 10.5                      | 12   | 13.5 | 15   | 16.5 | 0    | 1.5  | 3    | 4.5  | 6    | 7.5  | 9    |
| JUL                  | 9                         | 10.5 | 12   | 13.5 | 15   | 16.5 | 0    | 1.5  | 3    | 4.5  | 6    | 7.5  |
| AUG                  | 7.5                       | 9    | 10.5 | 12   | 13.5 | 15   | 16.5 | 0    | 1.5  | 3    | 4.5  | 6    |
| SEP                  | 6                         | 7.5  | 9    | 10.5 | 12   | 13.5 | 15   | 16.5 | 0    | 1.5  | 3    | 4.5  |
| OCT                  | 4.5                       | 6    | 7.5  | 9    | 10.5 | 12   | 13.5 | 15   | 16.5 | 0    | 1.5  | 3    |
| NOV                  | 3                         | 4.5  | 6    | 7.5  | 9    | 10.5 | 12   | 13.5 | 15   | 16.5 | 0    | 1.5  |
| DEC                  | 1.5                       | 3    | 4.5  | 6    | 7.5  | 9    | 10.5 | 12   | 13.5 | 15   | 16.5 | 0    |
| 0.5 = 30 minutes     |                           |      |      |      |      |      |      |      |      |      |      |      |



**Table 3: Prorated hours for employees hired partway through the licensing year in programs with a 10 hour requirement**

| Month person started                                   | Month licensing year ends |      |      |      |      |      |      |      |      |      |      |      |
|--------------------------------------------------------|---------------------------|------|------|------|------|------|------|------|------|------|------|------|
|                                                        | JAN                       | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | OCT  | NOV  | DEC  |
| JAN                                                    | 0                         | 0.75 | 1.5  | 2.25 | 3    | 3.75 | 4.5  | 5.25 | 6    | 6.75 | 7.5  | 8.25 |
| FEB                                                    | 8.25                      | 0    | 0.75 | 1.5  | 2.25 | 3    | 3.75 | 4.5  | 5.25 | 6    | 6.75 | 7.5  |
| MAR                                                    | 7.5                       | 8.25 | 0    | 0.75 | 1.5  | 2.25 | 3    | 3.75 | 4.5  | 5.25 | 6    | 6.75 |
| APR                                                    | 6.75                      | 7.5  | 8.25 | 0    | 0.75 | 1.5  | 2.25 | 3    | 3.75 | 4.5  | 5.25 | 6    |
| MAY                                                    | 6                         | 6.75 | 7.5  | 8.25 | 0    | 0.75 | 1.5  | 2.25 | 3    | 3.75 | 4.5  | 5.25 |
| JUN                                                    | 5.25                      | 6    | 6.75 | 7.5  | 8.25 | 0    | 0.75 | 1.5  | 2.25 | 3    | 3.75 | 4.5  |
| JUL                                                    | 4.5                       | 5.25 | 6    | 6.75 | 7.5  | 8.25 | 0    | 0.75 | 1.5  | 2.25 | 3    | 3.75 |
| AUG                                                    | 3.75                      | 4.5  | 5.25 | 6    | 6.75 | 7.5  | 8.25 | 0    | 0.75 | 1.5  | 2.25 | 3    |
| SEP                                                    | 3                         | 3.75 | 4.5  | 5.25 | 6    | 6.75 | 7.5  | 8.25 | 0    | 0.75 | 1.5  | 2.25 |
| OCT                                                    | 2.25                      | 3    | 3.75 | 4.5  | 5.25 | 6    | 6.75 | 7.5  | 8.25 | 0    | 0.75 | 1.5  |
| NOV                                                    | 1.5                       | 2.25 | 3    | 3.75 | 4.5  | 5.25 | 6    | 6.75 | 7.5  | 8.25 | 0    | 0.75 |
| DEC                                                    | 0.75                      | 1.5  | 2.25 | 3    | 3.75 | 4.5  | 5.25 | 6    | 6.75 | 7.5  | 8.25 | 0    |
| 0.25 = 15 minutes, 0.5 = 30 minutes, 0.75 = 45 minutes |                           |      |      |      |      |      |      |      |      |      |      |      |



## Employees granted a formal leave of absence

Employees granted **at least one full month** of leave (paid or unpaid) may have their hours prorated.

**1 ½ hours** (20 hour programs) or **45 minutes** (10 hour programs) may be deducted from an employee's total required number of hours for each full month they are on leave. Tables 4 and 5 outline the total number of hours an employee must complete based on how many full months of leave they were granted during a facility's licensing year.

| Table 4: Prorated hours for employees granted a leave of absence in programs with a 20 hour requirement |                           |    |      |    |      |    |     |   |     |    |     |    |
|---------------------------------------------------------------------------------------------------------|---------------------------|----|------|----|------|----|-----|---|-----|----|-----|----|
|                                                                                                         | Number of months on leave |    |      |    |      |    |     |   |     |    |     |    |
|                                                                                                         | 1                         | 2  | 3    | 4  | 5    | 6  | 7   | 8 | 9   | 10 | 11  | 12 |
| Hours required                                                                                          | 18.5                      | 17 | 15.5 | 14 | 12.5 | 11 | 9.5 | 8 | 6.5 | 5  | 3.5 | 0  |
| 0.5 = 30 minutes                                                                                        |                           |    |      |    |      |    |     |   |     |    |     |    |

| Table 5: Prorated hours for employees granted a leave of absence in programs with a 10 hour requirement |                           |     |      |   |      |     |      |   |      |     |      |    |
|---------------------------------------------------------------------------------------------------------|---------------------------|-----|------|---|------|-----|------|---|------|-----|------|----|
|                                                                                                         | Number of months on leave |     |      |   |      |     |      |   |      |     |      |    |
|                                                                                                         | 1                         | 2   | 3    | 4 | 5    | 6   | 7    | 8 | 9    | 10  | 11   | 12 |
| Hours required                                                                                          | 9.25                      | 8.5 | 7.75 | 7 | 6.25 | 5.5 | 4.75 | 4 | 3.25 | 2.5 | 1.75 | 0  |
| 0.25 = 15 minutes, 0.5 = 30 minutes, 0.75 = 45 minutes                                                  |                           |     |      |   |      |     |      |   |      |     |      |    |

## Substitutes and part time employees

Annual training hours may **not** be prorated for substitute or part time employees unless they were hired partway through the year or granted a formal leave of absence. Although substitutes may have full month absences due to there not being a need for them to come in, as long as they are on-call it is not considered a formal leave of absence.



# Documenting annual training

Each employee must have their completion of annual training documented. This documentation must be available for the Office of Licensing to review. Employees may document their training themselves, or an administrator may keep track of it for them.

Training documentation must include the following information:

- Employee name
- Employee start date
- Training topics completed
- The source of training on each topic
- The date training was completed for each topic
- The total number of noninteractive and interactive (for residential programs) hours completed

## Health and safety topics

There are 15 required topics employees must be trained on as part of their annual training. **Training on all 15 topics every year is the minimum requirement.** The required topics are the same for every child care program and are based on federal requirements.

This section will provide a general explanation of each required topic and links to additional resources that may be helpful. ***Simply reading through these explanations does not fulfill the requirement to train on these topics.***

### 1. Rules and requirements

Employees must review applicable child care rules as part of their annual training. Training on this topic must involve **reviewing every individual rule** from the required sections.

The rule sections employees are required to review are based on the type of program they work for. Table 6 outlines which sections are required for each license type.



| Table 6: Rule sections required by license type |                                    |
|-------------------------------------------------|------------------------------------|
| Program type                                    | Required rule/requirement sections |
| Child care center                               | 7-24                               |
| Commercial preschool                            | 7-22                               |
| Family, friend, & neighbor (DWS FFN)            | 1-24                               |
| Hourly center                                   | 7-24                               |
| License exempt (DWS approved)                   | 1-24                               |
| Licensed family                                 | 7-24                               |
| Out-of-school-time                              | 7-21                               |
| Residential certificate                         | 7-24                               |

## Additional resources

- [Child care rules webpage](#)

## 2. Administration of medication

Every employee must be trained on basic medicine safety procedures. Training on this topic should include safe storage practices, acquiring appropriate permissions from parents, administration procedures, and reacting to administration errors and adverse reactions.

**Training on this topic is required regardless of whether a program currently stores or administers medications to children in care.**

## Additional resources

- [Children and Medicine \(consumermedsafety.org\)](#)
- [Medication safety resources \(CDC\)](#)



### 3. Building and physical premises safety

Employees must be trained to recognize and protect children from environmental hazards. This includes dangerous items (e.g. scissors, toxic chemicals, weapons, etc.) and areas (e.g. vehicular traffic, water features, etc.). This topic must also include reviewing safety procedures for the appropriate use and maintenance of playground equipment.

This topic may also include reviewing program-specific policies regarding building safety, such as the appropriate use of a building surveillance system or reporting procedures for safety hazards.

#### Additional resources

- [Building and physical premises safety in child care \(Office of Child Care\)](#)
- [Public playground safety handbook \(CPSC\)](#)

### 4. Child growth and brain development

Employees working directly with children should have at least a general understanding of child growth and brain development patterns. Training should include reviewing appropriate methods of interacting with children and ways to encourage and support healthy development.

#### Additional resources

- [Child Care Quality System Resources \(OCC\)](#)
- [Developmental milestones \(CDC\)](#)

### 5. Children with disabilities

Each employee should understand how to work directly with children who have special needs, including having a disability. Similar to child development, employees should learn how to appropriately interact with children and address specific concerns.

#### Additional resources

- [Commonly asked questions about child care centers \(ADA\)](#)
- [Children with disabilities \(Head Start\)](#)



## 6. Emergency preparedness plan

Training on this topic may include a variety of emergency preparedness-related subjects. All employees should at least read through their facility's emergency preparedness plan so they are familiar with the emergency procedures specific to their program.

### Additional resources

- [Be Ready Utah](#)
- [The Great Utah Shake Out](#)

## 7. Pediatric first aid and CPR

Programs are not required to have every employee be certified, but all employees are required to be trained on appropriate pediatric first aid and CPR practices. Although some employees may have certifications that last more than one year, training on this topic must still be completed every year.

### Additional resources

- [American Red Cross](#)
- [American Heart Association](#)

## 8. Precautions when transporting children

Employees should be trained on safety protocols and proper procedures when transporting children. Employees should understand the importance of obtaining parental permission, maintaining ratios and supervision, and appropriate materials to take with them.

**Training on this topic is required regardless of whether or not a program currently offers transportation services to children in care.** Transportation services include driving, using public transportation, and walking with children to an offsite location.

### Additional resources

- [Utah Department of Public Safety](#)
- [Child safety \(NHTSA\)](#)



## 9. Prevention and control of infectious diseases

Staff must understand how to effectively prevent and control the spread of illness and infectious disease in child care. Training on this topic should include at least a basic overview of cleaning and sanitizing procedures, washing hands, and how to recognize symptoms of infectious disease.

This topic should also address Utah's immunization requirements for child care programs.

### Additional resources

- [School and early childhood program requirements \(Division of Population Health\)](#)
- [Fight germs. Wash your hands! \(CDC\)](#)

## 10. Prevention of food-related emergencies

Employees must be trained how to prevent, recognize, and respond to food-related emergencies such as allergic reactions, medical dietary restrictions, and choking on food.

### Additional resources

- [Food allergy research and education \(FARE\)](#)
- [Caring for children with food allergies \(Head Start\)](#)

## 11. Prevention of shaken baby syndrome

All employees should know what shaken baby syndrome is and how to prevent it. Training on this topic may include exploring the topic of abusive head trauma and ways employees can practice self-care to reduce the risk of harming children.

**Training on this topic is required for all employees regardless of whether or not a program currently has any babies enrolled or if a particular staff member works directly with infants.**

### Additional resources

- [National Center on Shaken Baby Syndrome website](#)
- [Abusive head trauma \(CDC\)](#)



## 12. Prevention of sudden infant death syndrome

Staff must understand what sudden infant death syndrome is, how to prevent it, and safe sleep practices.

**Training on this topic is required for all employees regardless of whether or not a program currently has any babies enrolled or provides a scheduled nap or rest time.**

### Additional resources

- [Safe to sleep \(NIH\)](#)
- [About SUID and SIDS \(CDC\)](#)

## 13. Prevention and reporting of child abuse

All employees must be trained to spot the signs of abuse/neglect and understand state reporting requirements. Training may also include appropriate methods of interacting with children who have experienced abuse and/or their caregivers.

### Additional resources

- [Utah Division of Child and Family Services \(DCFS\)](#)
- [Utah Children's Justice Center](#)

## 14. Recognizing homelessness

Employees must be able to recognize the signs and symptoms of homelessness and know how to direct families to local resources. Training on this topic may include appropriate practices for having a conversation with struggling families. Employees should also be trained on how to locate local resources, such as by using online tools like [211utah.org](https://211utah.org).

### Additional resources

- [The National Center for Homeless Education](#)
- [Supporting children and families experiencing homelessness \(Head Start\)](#)



## 15. Safe handling of hazardous materials

Employees must be made aware of how to correctly store, handle, and dispose of hazardous materials and biological contaminants. Specific training should address those hazardous materials common to their particular child care environment.

### Additional resources

- [Household hazardous waste \(EPA\)](#)
- [What are biological pollutants \(CDC\)](#)

