

License holder: \_\_\_\_\_

## TRAINING RECORD

Name: \_\_\_\_\_ Role in Program: \_\_\_\_\_ Employment Date: \_\_\_\_\_

								Pre-Service		Pre-Service			
<b>SUID</b> (Attend training every two years and view the three videos on alternate year)	<b>Abusive Head Trauma</b> (Attend training every two years and view the three videos on alternate year)	<b>CPR - Must include Infants &amp; Children Techniques</b> (every two years)	<b>First Aid</b> (every two years)					Four hours of training: <ul style="list-style-type: none"> <li>One four- hour course in both KCF Content area I and II C.</li> <li>A two- hour course in KCF I and a two-hour course in KCF II C or;</li> <li>Two two-hour courses in KCF IIC</li> </ul> Date done:		<i>Supervising for Safety</i> prior to caring for children Date done:		<b>Transportation</b> (every five years)	
				<b>Child Development &amp; Learning/ Behavior Guidance</b> (KCF I or II C) (annually)		<b>Active Supervision or Health &amp; Safety I or II</b> (annually) Health & Safety I and II must be taken every five years							
Taken	Due	Taken	Due	Taken	Due	Taken	Due	Taken	Due	Taken	Due	Taken	Due

**Role in Program (See next page for specific training requirements):**

- Licensed Provider:** An individual whose name is listed as the license holder on the family child care license and primary caregiver.
- Co-Applicant:** A second caregiver and license holder.
- Second Adult Caregiver:** An adult caregiver who is not listed as a license holder and who works 30 days or more in a 12-month period.
- Occasional Substitute Caregiver:** An adult who assumes the responsibility of the provider who works less than 30 hours in a 12-month period.
- Regular Substitute Caregiver:** An adult who assumes the responsibility of the provider who works more than 30 hours in a 12- month period, but not more than 30 days.
- Teenage Helper:** An individual who is between 13 and 18 years of age who assists with the care, but cannot be left alone with children in the program.

**Reminders:**

- \* Background study must be submitted prior to caring for children.
- \* If a second caregiver or regular caregiver is alone with children more than 30 times in a 12-month period, they MUST be added to your license
- \* A physician report is required for a second caregiver who works more than 30 times in a 12-month period.

**Overview of Family Child Care Training Requirements  
Anoka County 2018**

REQUIRED TRAINING	Licensed Providers	Co-Applicants	Second Adult Caregivers	Occasional Substitute Caregivers used less than 30 hours in 12-month period	Regular Substitute Caregivers used more than 30 hours and less than 30 days in 12-month period	Teenage Helper
Orientation Overview Video	Yes	Yes				
Orientation Application Video	Yes	Yes	Rule Review Handbook			
Sudden Unexpected Infant Death (SUID) before caring for children under 12 months of age -attend training every 2 years & view the 3 videos alternate year	Yes	Yes	Yes	Yes	Yes	Yes
Abusive Head Trauma (AHT) Before caring for children under school age -attend training every 2 years & view the 3 videos alternate year	Yes	Yes	Yes	Yes	Yes	Yes
CPR Training Training must include Infant/Toddler techniques -required every 2 years in person	Yes	Yes	Yes (if left alone with children for more than 30 hours in 12-month period)		Yes	
First Aid -required every 2 years in person	Yes	Yes	Yes (if left alone with children for more than 30 hours in 12-month period)		Yes	
Child Passenger Restraint Training before transporting children under age 9 - required every 5 years	Yes	Yes	Yes	Yes	Yes	Cannot Transport
Child Development & Learning/ Behavior Guidance (4 hours before caring for children) in KCF I &/or KCF II.C and 2 hours annually	Yes	Yes	Yes			
Supervising for Safety (6 hours before caring for children) and 2 hours of Active Supervision or Health & Safety I or II annually	Yes	Yes	Yes			
Alcohol and Drug Policy Training	Yes Policy must be signed	Yes Policy must be signed	Yes	Yes	Yes	Yes
16 hours annual ongoing training	Yes	Yes	Yes		Yes	Six hours of training within one year from initial employment