

## Child Care Provider Annual

Provider Name	Date of Hire	Training Calendar Year	Annual Training Hours Required

Professional Development Category	Training Title & Hours	Training Date	Training Title & Hours	Training Date	Training Title & Hours	Training Date
Child Abuse and Neglect						
Observing Children						
Identification/Prevention of Communicable Disease						
Program Management						
Interpersonal Communications & Relationships						
Cultural Diversity						
Learning Environments						
Age- Appropriate Activity & Planning						
Professionalism						
Partnership with Parents						
Inclusion of All Children						
Pediatric First Aid						
Pediatric Cardiopulmonary Resuscitation (CPR)						

<b>Total Inservice Hours from this document (+)</b>		<b>Training Hours that are recorded elsewhere. (Orientation, Level 2 orientation, Level 3 orientation) (=)</b>		<b>Total annual training completed for the training year</b>	
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Family Day Care Training Requirements	Licensing Child Care Training Requirements
<ul style="list-style-type: none"> <li>➤ Family Child Care Providers and assistants are to obtain <b>6</b> annual training hours</li> </ul>	<ul style="list-style-type: none"> <li>➤ Licensed childcare providers and assistants are to obtain <b>10</b> annual training hours.</li> <li>➤ Directors and providers counted in staff-child ratios must complete annual training requirements.</li> <li>➤ Training will be prorated for licensed childcare providers who start employment within the annual training year. (.8 x # of months employed). Training will not be pro-rated for providers who are on leave.</li> <li>➤ Employees who only work in programs that operate during the summer months and regular substitute providers must complete <b>4</b> annual training hours.</li> </ul>

### Both Family Daycare Providers and Licensed Childcare Programs Training Requirements

<ul style="list-style-type: none"> <li>➤ On-going annual training will be accepted only for the training year in which training was completed.</li> <li>➤ The family day care provider or childcare program is responsible for establishing the annual training year.</li> <li>➤ CPR is required before being left alone with children. CPR certification training hours may be counted in the year orientation training is completed. However, CPR renewal hours cannot be counted toward subsequent annual training requirements.</li> <li>➤ Training may include on-site or online classes.</li> <li>➤ 1 completed CEU = 10 hours of professional development; 1 completed college credit = 15 hours of professional development.</li> </ul>
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