

Ongoing Training Family Child Care

Minnesota law requires licensed family child care providers, second adult caregivers, adult caregivers and substitutes to take ongoing training. This training provides caregivers with knowledge and skills to provide a healthy and safe environment for the children in care. While some of the training requirement topics are specified, providers and caregivers have the flexibility to take some of the annually required hours of in-service training on a variety of different topics. As a child care provider you may want to track required ongoing training here.

Caregiver Information: Please fill in all of the information that applies to your license.					
License Holder 1 Name (First, MI, Last):				Term of License: From: _____ to: _____	
License Holder 2 Name:					
2 nd Adult Caregiver Name:		EPP Training:	Allergy Prev.	Adult Caregiver Name:	
				EPP Training	Allergy Prev.
Substitute Name:				EPP Training	
				Allergy Prev.	

Please document the date the required [Knowledge and Competency Framework](#) (KCF) trainings were completed. Proof of completion will need to be available for your licensur. You may print your learning record at [DEVELOP](#).

LH=License Holder; 2AC=2nd Adult Caregiver; AC=Adult Caregiver; SUB=Substitute

Annual Training:							
LH 1	Next due	2AC	Next due	AC	Next due	Training Requirement	KCF
LH 2				SUB			
				NA	NA	Active Supervision (2 hours)- LH, 2AC=2 hours annually. Health and Safety I or Health and Safety II counts as an active supervision class and must be repeated every 5 years.	KCF VII.B
				NA	NA		
				NA	NA	Child Development & Learning OR Behavior Guidance (2 hours)-LH, 2AC - 3 credit course about early childhood development meets the requirement.	KCF I. or KCF II.C
				NA	NA		
						Sudden Unexpected Infant Death (SUID) and/or Abusive Head Trauma (AHT) -every 2 years. Training must first be completed in a classroom or via an on-line training no more than 2 hrs. in length. Must be retaken no later than the day before the anniversary of the LH license effective date. On the years when individual is not receiving in person or on line training, they must receive this training through videos that total no more than 1 hr. in length that are approved by commissioner	KCF VII.B
				NA	NA	In-service Training Requirements -(245a.50 subd. 7) 16 hrs. LH and each 2AC must complete 16 hrs. of ongoing training each year. Repeat of topical training requirements in subd. 2-8 counts toward the annual 16 hr. training requirement.	
				NA	NA		

(In-service Training Requirement classes can be listed in the "Additional Ongoing Training" section of this form)

Every 2 Year Training:							
LH 1	Next due		Next due	AC	Next due	Pediatric First Aid & Pediatric Cardiopulmonary Resuscitation (CPR) -When training expires, it must be retaken no later than the day before the anniversary of the LH license effective date. Video training approved by the county meets the First Aid requirement.	KCF VII.B
LH 2		2 AC		SUB			

Every 3 Year Training:				
AC	SUB	Next due	Basics of Licensed Family Child Care for Substitutes -LH must ensure and document substitutes have completed the 4 hr. course. Must be retaken no later than the day before the anniversary of the LH license effective date.	KCF VII.B

Every 5 Year Training:							
LH 1	Next due	2AC	Next due	AC	Next due	Training Requirement	KCF
LH 2				SUB 1			
				NA	NA	Health and Safety I* (2 hrs.) Required for LH and 2AC over 500 hours. Must be taken no later than the day before the anniversary of the LH license effective date.	KCF VII.A, KCF VII.B
				NA	NA		
				NA	NA	Health and Safety II* (2 hrs.) Required for LH and 2AC over 500 hours. Must be taken no later than the day before the anniversary of the LH license effective date.	KCF VII.A, KCF VII.B
				NA	NA		
						Child Passenger Restraint (C.A.R.S.) -Before a LH, 2AC, AC, Sub or helper provide transportation for children under the age of 8, the person placing children in passenger restraints must complete this training. Must be retaken no later than the day before the anniversary of the LH license effective date.	KCF VII.B

*When completed, this training counts for the Active Supervision requirement for that year.

LH 1	LH 2	2AC	Training Topic	KCF	Clock Hours