

Ongoing Training - Substitute and Helper Family Child Care

Minnesota law requires licensed family child care providers and other caregivers to take ongoing training. Ongoing training provides caregivers with knowledge and skills to provide a healthy and safe environment for the children in care.

As a child care provider you may want to track the required training for your substitutes and helpers on this form.

Caregiver Information: Please fill in all of the information that applies to your license.		
License Holder Name (First, MI, Last):	License #:	Term of License: From _____ to _____
Substitute 1 Name:		
Substitute 2 Name:		
Helper 1 Name:		
Helper 2 Name:		

Substitute-An adult caregiver who assumes responsibility for providing care in the license holder's absence for more than 30 hours , but no more than 30 days in a 12 month period.
Helper-A person at least 13 years of age and less than 18 years of age who assists the provider with the care of children. A helper must have 6 hours of in service training within the first year of service.

Please indicate with the date the required training is completed. Proof of completion will need to be available for your licenser. You may print your learning record at [DEVELOP](#).

Sub 1	Next training due	Sub 2	Next training due	Helper 1	Next training due	Helper 2	Next training due	Training Requirement	Knowledge and Competency Framework
								First Aid (current certification)-Substitute (every 2 years if there is no other caregiver trained in first aid present in the home)	KCF VII.B
								Cardiopulmonary Resuscitation (CPR) (current certification)Substitute- (every 2 years if there is no other caregiver trained in CPR present in the home)	KCF VII.B
								Sudden Unexpected Infant Death (SUID) -if caring for an infant (training must first be completed in a classroom or via an on-line training. The next year, the training can be completed by watching approved videos)	KCF VII.B
								Abusive Head Trauma (AHT) if caring for an infant and/or children under school age (training must first be completed in a classroom or via an on-line training. The next year, the training can be completed by watching approved videos)	KCF VII.B