

Pre-Service Training - Substitute and Helper

Family Child Care

Minnesota law requires licensed family child care providers and other caregivers, including substitutes and helpers in the child care home to take initial training before caring for children and/or licensure. Initial 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 the date the required training is completed. Proof of completion will need to be available for your licensor. You may print your learning record at [DEVELOP](#).

Substitute 1	Substitute 2	Helper 1	Helper 2	Training Requirement	Knowledge and Competency Framework
		NA	NA	First Aid - Substitutes must have current certification if there is no other caregiver trained in first aid present in the home	KCF VII.B
		NA	NA	Cardiopulmonary Resuscitation (CPR) -Substitutes must have current certification if there is no other caregiver trained in first aid present in the home	KCF VII.B
				Sudden Unexpected Infant Death (SUID) -before caring for infants	KCF VII.B
				Abusive Head Trauma (AHT) -before caring for infants and/or children under school age	KCF VII.B