

# Annual Training Form



Name:

Individuals who are required to have annual child care training include all regular employees who care for children regardless of the number of hours worked each week. This includes employees who have dual roles such as a driver who cares for the children when not driving.

Individuals who are hired within 60 calendar days before the license expires must complete a prorated number of training hours, but their review of all of the training topics is not required until the provider’s next license year.

Employees, guests, and volunteers who never have care giving duties (i.e.: they are not responsible for meeting the needs of the children, including protection and supervision), such as cooks, secretaries, receptionists, bookkeepers, custodians, and maintenance workers, do not need to complete annual training.

Training Topic	Date of Training	Individual or organization that presented training	*Interactive training hours	Non interactive training hours
Section 7: Personnel and Training Requirements				
Section 8: Background Checks				
Section 9: Facility				
Section 10: Ratios and Group Size				
Section 11: Child Supervision and Security				
Section 12: Child Guidance and Interaction				
Section 13: Child Safety and Injury Prevention				
Section 14: Emergency Preparedness, Response, and Recovery				
Section 15: Health and Infection Control				
Section 16: Food and Nutrition				

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Training Topic	Date of Training	Individual or organization that presented training	*Interactive training hours	Non interactive training hours
Section 17: Medications				
Section 18: Activities				
Section 19: Play Equipment				
Section 20: Transportation				
Section 21: Animals				
Section 22: Rest and Sleep				
Section 23: Diapering				
Section 24: Infant and Toddler Care				
<b>REQUIRED ADDITIONAL TRAINING TOPICS</b>				
Disaster preparedness, response, and recovery				
Pediatric first aid and cardiopulmonary resuscitation (CPR)				
Children with special needs				
Safe handling and disposal of hazardous materials				
Prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements				
Principles of child growth and development, including brain development				
Prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies				

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Training Topic	Date of Training	Individual or organization that presented training	*Interactive training hours	Non interactive training hours
Prevention of sudden infant death syndrome (SIDS) and the use of safe sleeping practices				
Recognizing the signs of homelessness and available assistance				
Immunization Training				
<b>Total Interactive and Non Interactive Training Hours:</b>				
<b>Total Training Hours:</b>				

***\*Half of required training hours must be interactive, refer to section 7 for more information  
This form is provided for technical assistance purposes only. Providers may use this form if they choose,  
but are not required to use this form.***