

## TRAINING TRACKING RECORD

Name: \_\_\_\_\_ License Holder \_\_\_\_\_  
 (If you are not the license holder)

Circle One:    Provider      Caregiver      Substitute      Helper

**Annual (12 months) Licensing Period:** \_\_\_\_\_ to \_\_\_\_\_

During your Annual 12 month licensing period, you will need the following training to remain in compliance with MN Statute 245A.50:

Last Taken	Required Training	THIS YEAR
	<b>**SUID/AHT</b> (initial and required every other year) <b>Eager to Learn or IN Person Class, required every 2 years!</b>	
	<b>**SUID/AHT OFF YEAR Link</b> (every other year) <b>U-Tube Video Link and Complete DHS-3803 Form for verification</b>	
	Active Supervision Training (2 hours annually, KCF VIIB)	
	<b>**CPR</b> (repeated every 2 years)	
	<b>**First Aid</b> (repeated every 2 years)	
	Early Childhood Develop & Behav Guidance (2 hours annually, KCF I or IIC)	
	<b>Health &amp; Safety 1</b> (required <b>every 5yrs.</b> / 2 hour course can be taken in place of Supervision Training)	
	<b>Health &amp; Safety 2</b> (required <b>every 5yrs.</b> / 2 hour course can be taken in place of the annually Supervision Training)	
	Child Passenger Restraint (every 5 years, if transporting)	
*****	*****	*****
	<b>**Basics of Licensed Family Child Care for Substitutes</b> (every 3 years)	

- CPR and First Aid is not a requirement for Helpers.
- \*\*CPR and First Aid is a requirement for Substitutes/Caregivers caring fewer than 500 hours in a 12-month period.
- \*\*Basics of Licensed Family Child Care for Substitutes is not required for the License Holder or second adult caregivers that are caring for children more than 500 hours per year.
- \*\* SUID/AHT is required for Helpers and Substitutes

**Record of Ongoing Training for Providers & Caregivers more than 500 hrs/yr must total at least 16 hours/yr**

Date of Training	Title/Description of Training	Sponsoring Group/Instructor	Hours	Licensor Use Only Verification

<i>Date of Training</i>	<i>Title/Description of Training</i>	<i>Sponsoring Group/Instructor</i>	<i>Hours</i>	<i>Licensor Use Only Verification</i>

TOTAL HOURS: \_\_\_\_\_

### TRAINING REQUIREMENTS – Minnesota Statutes 245A.50

SUID/AHT training is required every year. Every-other year, SUID training is required to be an *in person or on-line Eager to Learn* training from Develop. A You-tube video approved by DHS may be viewed the opposite year, along with completion of DHS Form-3803 for verification that you viewed the videos.

Active Supervision Training is required every year. There are many options for the Active Supervision training on Develop. It needs to be two hours in length and can be any training with a KCF VII.B. New Caregivers more than 500 hours/year are required to take the DHS approved 6-hour supervising for Safety training.

CPR training must include CPR techniques for infants and children and is required every 2 years.

First Aid training is required every 2 years. First Aid training that is a DHS approved video training satisfies the training requirement of this subdivision.

Child Growth/Development and Behavior Guidance training required annually. There are many options for this required training on Develop. It needs to be two hours in length and can be any training with KCF I or IIC. New Caregivers more than 500 hours/year are required to take the DHS approved 4-hour Developmentally Appropriate Behavior Guidance training. There are exemptions for this requirement for new caregivers in Minnesota Statute 245A.50 Subd. 2b.

Health and Safety 1 and Health and Safety 2 training is **required every 5 years**. All license holder's or adult caregiver's completion of either training in a given year meets the annual active supervision training requirement of the annual completion of a two-hour active supervision course developed by the commissioner. If you are a new provider licensed after 1/1/17, your Supervision for Safety course met this requirement.

Basics of Licensed Family Child Care for Substitutes This is the 4-hour course designed to meet Family Child Care federal health and safety licensing requirements as either pre-service training for those individuals interested in becoming a Family Child Care substitute or a secondary caregiver **fewer than 500 hours** in licensed family child care program or as ongoing training if other Health and Safety training requirements have already been met. This training is **required every 3 years**. **Subs caring fewer than 500 hours also need SUID/AHT and CPR/First Aid Training.**

Ongoing Training: Complete 16 hours of ongoing training each licensing year which includes the above training. A maximum of 2 hours per year can be approved by viewing a video, reading a book or listening to a CD. Check with the licensor for prior approval.

Trainings can be found on <https://www.eagertolearn.org> and <https://www.developoolmn.org>

\*\*\*When you return this training record please attach a copy of your Develop Knowledge and Competency Framework Learning Record if you have no given your licensor access to your Develop Learning Record.