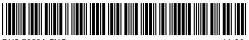
DEPARTMENT OF HUMAN SERVICES **Yearly In-Service Training Record**



Licensed Child Care Centers

The center director, staff persons, substitutes, and unsupervised volunteers must complete in-service training each calendar year according to MN Statute, section 245A.40, subdivision 7. Training for orientation cannot be used to meet in-service training requirements according to MN <u>Statutes, section 245A.40, subdivision 1</u>. Documentation of in-service training is required.

Name	License Number	Calendar Year	In-service Hours Required	In-service Hours Completed	
Choose one of the following postions to describe the role of the individu	al: Check all	Check all that apply:			
(Center Director, Staff Person, Substitute, Unsupervised Volunteer)	Works with infants		Works with toddlers		
	WORK	. Works with preschool children		Works with school age children	

Check the box below that most closely describes the individual's weekly hours worked in the center. Working hours should be considered the amount of time worked in the center, whether paid or unpaid.

12 hours required if working hours are 20 hours per week or less

24 hours required if working hours are more than 20 hours per week

Substitutes and Unsupervised Volunteers have no minimum in-service hour requirement but must complete training on required topics

Required Training for Center Directors, Staff Persons, Substitutes, and Unsupervised Volunteers

Training topics to be completed each calendar year	Date Completed	Training Organization or Trainer Name	Training Hours
Abusive Head Trauma training for individuals working with a child under school age per <u>MN Statutes, section 245A.40, subd. 5a</u> ; Can be N/A for centers with only school age children			
Allergy Prevention and Response training on details of center policy per <u>MN</u> Statutes, section 245A.41, subd. 1			
Emergency Preparedness training on the details of the center's Emergency Plan per <u>MN Statutes, section 245A.41, subd. 3</u>			
Handling and Disposal of Bodily Fluids training on details of center policy per <u>MN</u> <u>Statutes, section 245A.41, subd. 2</u>			
Handling Emergencies and Accidents training on details of center policy per <u>MN</u> Rule, part 9503.0110, subp. 1			
Health policies training on details of center policy per <u>MN Rules 9503.0140, subp. 1</u>			
Individual child care program plan training on details of all individual child care program plans, per MN Statutes, section 245A.40, subd. 7e (2)			
Reporting Responsibilities and training per <u>MN Statutes, section 626.556</u> and <u>MN</u> <u>Rules, part 9503.0130</u>			
Risk Reduction Plan training must include details on center's Risk Reduction Plan per MN Statutes, 245A.66, subd. 2			
Sudden Unexpected Infant Death training for individuals working with infants per <u>MN Statutes, section 245A.40, subd. 5</u> ; Can be N/A for centers not serving infants.			
Training topics to be completed every other calendar year	11		
Child Development and Learning training as required per <u>MN Statutes, section</u> <u>245A.40, subd. 2</u>			
Cultural Dynamics training as required per <u>MN Statutes, section 245A.40, subd. 7 (4)</u>			
Disabilities training as required per <u>MN Statutes, section 245A.40, subd. 7 (5)</u>			
Training topics to be completed every 5 calendar years	· ·		
Child passenger restraint training for individuals that place children in child restraint			

systems per MN Statutes, section 245A.18, subd. 2

Additional training to meet total required hours

The center director, staff persons, substitutes, and unsupervised volunteers must complete in-service training each calendar year. The license holder must ensure that in-service training documentation identifies the number of total training hours required, name of the training, the date completed, the appropriate Knowledge and Competency Framework (KCF) Area, and the number of hours completed, according to MN Statutes, section 245A.40, subdivision 7.

In-service Training Requirements

Training Name	Training Organization/Trainer	Date Completed	KCF Content Area	Clock Hours
Documentation of in-service training must include the M Content Area I: Child Development and Learning, Cont with Families, Content Area IV: Assessment, Evaluation Education, Content Area VI: Professionalism, Content A	ent Area II: Developmentally Appropriate Learni and Individualization, Content Area V: Historical	ng Experiences, Co l & Contemporary D	ntent Area III: Rela evelopment of Earl	y Childhood
When the calendar year's training hours are completed, total the applicable; i.e. a second page of In-service clock hours, or a Devel				documentation, if
Total Clock Hours + Total Clock Hour from Page 1 from Page 2		-	otal of Boxes 1 - 3	
Other training required every other	calendar year (not counted tow	vard in-servi	ce training h	ours)
Pediatric CPR and First Aid training				ate Completed
Pediatric Cardiopulmonary Resuscitation (CPR) Attach a copy of training verification	for individuals as required per <u>MN Statutes</u>	<u>, section 245A.40,</u>	subd. 4;	
Pediatric First Aid training for individuals as requiverification	red per <u>MN Statutes, section 245A.40, subd</u> .	<u>. 3;</u> Attach a copy	of training	
Verification				
I completed training for yearly in-service as required for my positi	on at this licensed child care center	Date Complete	ed	
Supervisor Verification		I		
Signature of Supervisor attesting to the accuracy of training info	rmation and approval of in-service training above	Date Complete	d	