

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

# Orientation Training Record

## Licensed Child Care Centers

The center director, staff persons, substitutes, and unsupervised volunteers must be given orientation training and successfully complete the training before starting assigned duties. According to [MN Statutes, section 245A.40, subd. 1](#), training for orientation cannot be used to meet in-service training requirements. Documentation of orientation is required.

|                               |                               |  |   |
|-------------------------------|-------------------------------|--|---|
| NAME                          |                               |  | LICENSE NUMBER  |
| DATE OF HIRE                  | DATE BACKGROUND NOTICE ISSUED | DATE OF 1ST DIRECT CONTACT                       | DATE OF 1ST UNSUPERVISED CONTACT                        |
| SELECT THE INDIVIDUAL'S ROLE: |                               | CHECK ALL THAT APPLY:                            |   |
|                               |                               | <input type="checkbox"/> Works with infants      | <input type="checkbox"/> Works with toddlers            |
|                               |                               | <input type="checkbox"/> Works with preschoolers | <input type="checkbox"/> Works with school age children |

### Orientation training requirements

| The license holder must ensure that all required content is included in each orientation training requirement.  | Date Completed |
|---|----------------|
| <b>Abusive Head Trauma</b> training for individuals working with a child under school age per <a href="#">MN Statutes 245A.40 subd. 5a</a> ; Can be N/A for centers with only school age children. <b>Training Hours:</b>                                   |                |
| <b>Allergy Prevention and Response</b> training on details of center policy per <a href="#">MN Statutes 245A.41, subd. 1</a>  |                |
| <b>Behavior Guidance</b> training on details of center policy per <a href="#">MN Rules part 9503.0055</a>   |                |
| <b>Child Development and Learning</b> training as required per <a href="#">MN Statutes 245A.40, subd. 2</a> <b>Training Hours:</b>  |                |
| <b>Center Child Care Program Plan</b> training on details of the center's child care program plan per <a href="#">MN Rules part 9503.0045</a>   |                |
| <b>Emergency Preparedness</b> training on details of the center's Emergency Plan per <a href="#">MN Statutes 245A.41, subd. 3</a>   |                |
| <b>Handing and Disposal of Bodily Fluids</b> training on details of center policy per <a href="#">MN Statutes 245A.41, subd. 2</a>  |                |
| <b>Handling Emergencies and Accidents</b> training on details of center policy per <a href="#">MN Rules part 9503.0110, subp. 1</a>   |                |
| <b>Health Policies</b> training on details of center policy per <a href="#">MN Rules 9503.0140, subp. 1</a>   |                |
| <b>Individual Child Care Program Plan</b> training on details of individual child care program plans for all children that staff will interact with per <a href="#">MN Rules 9503.0065</a> and <a href="#">MN Statutes 245A.41, subd. 1</a> , if applicable |                |
| <b>Job Responsibilities</b> specific to the individual's position at the center per <a href="#">MN Statutes 245A.40, subd. 1 (1)</a>  |                |
| <b>Pediatric Cardiopulmonary Resuscitation (CPR)</b> for individuals as required per <a href="#">MN Statutes 245A.40, subd. 4</a>   |                |
| <b>Pediatric First Aid</b> training for individuals as required per <a href="#">MN Statutes 245A.40, subd. 3</a>  |                |
| <b>Program Drug and Alcohol Policy</b> training on the details of the center's policy per <a href="#">MN Statutes 245A.40, subd. 1c</a>   |                |
| <b>Reporting Responsibilities</b> and training per <a href="#">MN Statutes chapter 260E</a> and <a href="#">MN Rules part 9503.0130</a>   |                |
| <b>Risk Reduction Plan</b> training on details of the center's Risk Reduction Plan per <a href="#">MN Statutes 245A.66, subd. 2</a>   |                |
| <b>Sudden Unexpected Infant Death</b> training for individuals working with infants per <a href="#">MN Statutes 245A.40, subd. 5</a> ; Can be N/A for centers not serving infants. <b>Training Hours:</b>   |                |

### Verification

I received training for orientation and yearly in-service as required for my position at this child care center.

|           |                |
|-----------|----------------|
| SIGNATURE | DATE COMPLETED |
|-----------|----------------|

**Supervisor verification**

Signature of Supervisor attesting to the accuracy of training information and approval of in-service training above.

|           |                |
|-----------|----------------|
| SIGNATURE | DATE COMPLETED |
|-----------|----------------|