

INITIAL EMPLOYMENT TRACKING & TRAINING FOR FAMILY CHILD CARE



KANABEC
COUNTY
Minnesota

Caregiver: _____

Date Employed: ____/____/____

License Holder: _____

License Holder: Place an "X" to reflect caregiver's position in your FCC		Need Physician Statement	Cleared Background study on file (Date cleared)	OFFICE USE ONLY "X" if training complete
↓		Before licensure		
	License Holder	Before licensure		
	Second Adult Caregiver = 500 hours or more annually	Yes		
	Second Adult Caregiver = 500 hours or less annually – Training requirements same as Substitute Position	Yes		
	Substitute = 500 hours or less annually – working MORE THAN 30 days, annually	Yes		
	Substitute = 500 hours or less annually -- working LESS THAN 30 days, annually	No		
	Helper = 13 – 17 year olds	No		

CAREGIVER POSITION DEFINITIONS FOR REFERENCE

Role	Definition
License holder and co-license holder	An adult (or adults, if there are co-license holders) who is legally responsible for the operation of the family child care program. All license holders are listed on the license. The license holder is the primary caregiver.
Second adult caregiver	An adult who provides care in the program along with the license holder for more than 500 hours annually. NOTE: Adult caregivers who provide care in the program along with the license holder for 500 or fewer hours annually are required to take the same trainings as those required for a substitute.
Substitute	An adult caregiver who assumes responsibility for providing care in the license holder's absence for 500 or fewer hours annually.
Helper	A person at least 13 years old and less than 18 years old who assists the license holder with the care of children.

PHYSICIAN'S STATEMENT REQUIREMENTS

A Physician Statement is required for a License Holder prior to Licensure. Additionally, Adult Caregivers and Substitutes who are assisting with care on a regular basis must have a physical examination, from a licensed physician, within 12 months prior to employment within the residence and are physically able to care for children.

SEE REVERSE FOR TRAINING PORTION

TRAINING LOG

Develop Training Log should accompany this document

Name of Training	Position	Training Requirement	Training Name/ Sponsor	Date Attended	Hours	Office use
Abusive Head Trauma	License holder, Adult Caregiver,	Before Licensure or before caring for under school age children			1	
Sudden Unexpected Infant Death	Substitute, Helper	Before Licensure or before caring for infants			1	
Child Growth & Development Behavior Guidance KCF I. or KCF II.C	License Holder, Adult Caregiver	Before Licensure or before caring for children. The 'Event Detail' button on the Develop website must say: "Meets the 4 hour preservice Child Development/Behavior Guidance training requirement for Family Child Care Providers" to meet this requirement			4	
Supervising for Safety for Family Child Care	License Holder, Adult Caregiver	Before Licensure or before caring for children			6 in-person 8 online	
Pediatric First Aid & Pediatric CPR KCF VII.B	License Holder, Adult Caregiver, Substitute	Before Licensure or before caring for children. CPR must be by developed by the American Heart Association or American Red Cross & incorporate psychomotor skills to support the instruction			4	
Basics of licensed family child care for substitutes	Substitute	Before caring for children			4	
Children and Restraint Systems Training (C.A.R.S.)	License Holder, Adult Caregiver, Substitute, Helper	Before placing a child under the age of 8 in a child passenger restraint			3	
Six hours of training within one year after date of employment	Helper	<i>(log training below)</i>			6	
Overview of License Holder's: •Emergency Preparedness Plan •Allergy Prevention/Response •Alcohol & Drug Use Policy	Adult Caregiver, Substitute, Helper	License holder provides this overview	License Holder			

"HELPER" POSITION TRAINING

6 hours of training within one year of the employment date must be completed. The training hours completed above will count in the Helper's 6 hour training requirement

Name of Other Trainings	Training Sponsor	Date Attended	Hours	Office use only