

ONGOING EMPLOYMENT TRACKING & TRAINING FOR FAMILY CHILD CARE



Caregiver: _____ → Date Employed: ____/____/____

License Holder: _____ Licensing period in review: _____ (to) _____

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
↓	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 years old	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 co-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
ANNUAL	Abusive Head Trauma	License holder, Adult Caregiver, Substitute, Helper	SUID & AHT training in person, face-to-face, in a classroom, or on-line once every two years. On the off year you must view all six of the videos approved by Minnesota DHS			1	
	Sudden Unexpected Infant Death					1	
	SUID/AHT Videos			Videos		0	
	Child Growth & Development Behavior Guidance KCF I. or KCF II.C	License Holder, Adult Caregiver	2 hours annually from Knowledge & Competency Framework KCF I or KCF II.C. <i>NOTE: A 3 credit Early Childhood Development course fulfills this requirement for the year.</i>			2	
	Active Supervision KCF VII.B	License Holder, Adult Caregiver	2 hours annually from Knowledge & Competency Framework VII.B. Type "Active Supervision" in the course title search bar to find courses that meet this requirement. Health & Safety I and/or II count towards this requirement in year taken			2	
2 Yrs	Pediatric First Aid & Pediatric CPR KCF VII.B	License Holder, Adult Caregiver, Substitute	Before caring for children and renewed every 2 years. CPR must be by developed by the American Heart Association or American Red Cross & incorporate psychomotor skills to support the instruction			4	
3 Yrs	Basics of Licensed Family Child Care for Substitutes	Substitute	Every 3 years			4	
5 Yrs	Health and Safety I & II KCF VII.A KCF VII.B	License Holder, Adult Caregiver	Complete no later than the day before the 5 year anniversary of the license holder's license effective date and/or employment date. Note: will substitute for 2 hours Active Supervision in the year taken.			2	
	Children & Restraint Systems Training C.A.R.S.	License Holder, Adult Caregiver, Substitute	Before place a child under the age of 8 in a child passenger restraint			3	

Name of Other Trainings	Training Sponsor	Date Attended	Hours	Office use