

## Ongoing Training

### Family Child Care

Minnesota law requires licensed family child care providers and adult caregivers to take ongoing training. This training provides caregivers with knowledge and skills to provide a healthy and safe environment for the children in care. While some of the training requirement topics are specified, providers and adult caregivers have the flexibility to take some of the annually required hours of in-service training on a variety of different topics. As a child care provider you may want to track your required ongoing training here.

<b>Caregiver Information:</b> Please fill in all of the information that applies to your license.	
License Holder 1 Name (First, MI, Last):	Term of License: From _____ to _____
License Holder 2 Name:	
Adult Caregiver 1 Name (not substitute):	
Adult Caregiver 2 Name (not substitute):	

Please document the date the required [Knowledge and Competency Framework](#) (KCF) trainings were completed. Proof of completion will need to be available for your licensur. You may print your learning record at [DEVELOP](#).

**LH=License Holder; AC=Adult Caregiver**

Annual Training:								Training Requirement	KCF
LH 1	Next due	LH 2	Next due	AC 1	Next due	AC 2	Next due		
								<b>Active Supervision</b> (2 hours)- This includes adult caregivers who provide care for more than 30 days in any 12 month period	KCF VII.B
								<b>Child Development &amp; Learning OR Behavior Guidance</b> (2 hours)- This includes adult caregivers who provide care for more than 30 days in any 12 month period	KCF I. KCF II.C
								<b>Sudden Unexpected Infant Death (SUID) and/or Abusive Head Trauma (AHT)</b> - If caring for an infant. Training must first be completed in a classroom or via an on-line training. <i>If the LH, AC completed in-person classroom training the previous year, they may complete this required annual training via approved video OR in the classroom (again). In person classroom or on-line training is required every other year.</i>	KCF VII.B
								<b>In-service Training Requirements</b> -(LH-16 hours includes required training course hours) (AC-is the same if providing care for more than 30 days in any 12 month period)	KCF VII.B

(In-service Training Requirement classes can be listed in the "Additional Ongoing Training" section of this form)

