

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 Statutes, section 245A.40, subdivision 1](#). 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 positions to describe the role of the individual:
(Center Director, Staff Person, Substitute, Unsupervised Volunteer)

Check all that apply:

- Works with infants
- Works with preschool children
- Works with toddlers
- 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 less than 20 hours per week
- 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

<i>Training topics to be completed each calendar year</i>	Date Completed	Training Organization or Trainer Name	Training Hours
Abusive Head Trauma training for individuals working with a child under school age per MN Statutes, section 245A.40, subd. 5a ; Can be N/A for centers with only school age children			
Allergy Prevention and Response training on details of center policy per MN Statutes, section 245A.41, subd. 1			
Center child care program plan training on details of the center's child care program plan, per MN Rules, part 9503.0045			
Emergency Preparedness training on the details of the center's Emergency Plan per MN Statutes, section 245A.41, subd. 3			
Handling and Disposal of Bodily Fluids training on details of center policy per MN Statutes, section 245A.41, subd. 2			
Handling Emergencies and Accidents training on details of center policy per MN Rule, part 9503.0110, subp. 1			
Health policies training on details of center policy per MN Rules 9503.0140, subp. 1			
Reporting Responsibilities and training per MN Statutes, section 626.556 and MN Rules, part 9503.0130			
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 MN Statutes, section 245A.40, subd. 5 ; Can be N/A for centers not serving infants.			
<i>Training topics to be completed every other calendar year</i>			
Child Development and Learning training as required per MN Statutes, section 245A.40, subd. 2			
Cultural Dynamics training as required per MN Statutes, section 245A.40, subd. 7 (4)			
Disabilities training as required per MN Statutes, section 245A.40, subd. 7 (5)			
<i>Training topics to be completed every 5 calendar years</i>			
Child passenger restraint training for individuals that place children in child restraint systems per MN Statutes, section 245A.18, subd. 2			

Total training hours from completed required trainings above

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 [Minnesota Knowledge and Competency Framework \(KCF\)](#) content area:
Content Area I: Child Development and Learning, **Content Area II:** Developmentally Appropriate Learning Experiences, **Content Area III:** Relationships with Families, **Content Area IV:** Assessment, Evaluation and Individualization, **Content Area V:** Historical & Contemporary Development of Early Childhood Education, **Content Area VI:** Professionalism, **Content Area VII:** Health, Safety and Nutrition, **Content Area III:** Application through Clinical Experiences

When the calendar year's training hours are completed, total the clock hours from box 1 and box 2. Enter the total in the In-service Hours Completed box on Page 1

Total Clock Hours from Page 1 + Total Clock Hours from Page 2 + Other Clock Hours Attached = Total of Boxes 1 - 3

Other training required every other calendar year (not counted toward in-service training hours)

<i>Pediatric CPR and First Aid training</i>	Date Completed
Pediatric Cardiopulmonary Resuscitation (CPR) for individuals as required per MN Statutes, section 245A.40, subd. 4 ; Attach a copy of training verification	
Pediatric First Aid training for individuals as required per MN Statutes, section 245A.40, subd. 3 ; Attach a copy of training verification	

Verification

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

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