DEPARTMENT OF HUMAN SERVICES

Licensed Child Care Center

Staff In-Service Training Record

Calendar Year: _____

The director and all program staff persons must complete annual in-service training hours (January – December), according to MN Statute, section 245A.40, subd.7.

Staff Person Name:	Yearly Hours Worked:	In-Service Hours Required: See MN Statute, section 245A.40, subd.7 for requirements	In-Service Hours Completed:	Orientation Date:	Orientation hours completed:

Training	Date Completed	Training Institution	Clock Hours
Time Sensitive Training:			
Child Development and Learning (MN Statutes, section 245A.40, subdivision 2) two hours **within 90 days** of employment – if applicable			
Cardiopulmonary Resuscitation (CPR) (MN Statutes, section 245A.40, subdivision 4) all teachers and assistant teachers to complete CPR **within 90 days** of starting work, unless the training has been completed in the previous two years; there must be at least one staff person trained in CPR during field trips, when transporting children, and present at all times during hours of operation			
First Aid (MN Statutes, section 245A.40, subdivision 3) all teachers and assistant teachers to complete Pediatric First Aid **within 90 days** of starting work, unless the training has been completed in the previous two years; there must be at least one staff person trained in Pediatric First Aid during field trips, when transporting children, and present at all times during hours of operation			
Child Passenger Restraint (MN Statutes, section 245A.40, subdivision 6) required prior to transporting children under the age of nine years in a motor vehicle. The training must be one hour in length and repeated every five years			

Yearly Training: (once each calendar year)			

Ongoing Health and Safety (MN Statutes, section 245A.40, subdivision 9)
• **Emergency and Accident Policies (MN Rules, part 9503.0110)**
• **Health Policies (MN Rules, part 9503.0140)**
• **Health and Safety (MN Statues, section 245A.41)**
  ○ Allergy Prevention and Response Policy (subdivision 1)
  ○ Handling and Disposal of Bodily Fluids (subdivision 2)
  ○ Emergency Preparedness (subdivision 3)			

Sudden Unexpected Infant Death (SUID) (MN Statutes, section 245A.40, subdivision 5) all staff and volunteers working with infants must complete SUID prior to working with infants and yearly. Training must be ½ hour in length			
Abusive Head Trauma (AHT) (MN Statutes, section 245A.40, subdivision 5) all staff working with children under school age must complete AHT prior to working with the children and yearly. Training must be ½ hour in length			

Annual Training: (prior to or within the same month of the next calendar year)			
Risk Reduction Plan (MN Statutes, section 245A.66, subdivision 3)			

Additional Training must be from any of the following in-service areas: Child Development and Learning; Developmentally Appropriate Learning Experiences; Relationships with Families; Assessment, Evaluation and Individualization; Historical and Contemporary Development of Early Childhood Education; Professionalism; Health, Safety, and Nutrition	**Date Completed:**	**Training Institution:**	**Clock Hours:**

Training Totals:

Total in-service hours on this form:	+	In-service hours recorded elsewhere (Develop, Orientation Checklist, etc.):	=	Total in-service hours completed for the year:

Signature of supervisor verifying accuracy of information:	Date completed: