**LICENSE HOLDER TRAINING CHECKLIST**

**Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **License Expiration Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **TRAINING** | **LICENSE YEAR DATES**  **to** | | **LICENSE YEAR DATES**  **to \_** | | **COMMENTS** |
| **DATE TAKEN** | **HOURS** | **DATE TAKEN** | **HOURS** |
| **Annually**  ∙ Within each 12-month period of licensure (not expiration date based)  ∙ Must be Develop approved | **Active Supervision** (2 hours)  ∙ Not required if Health & Safety 1 or 2 OR Supervising for Safety for Family Child Care taken that license year  ∙ Any training titled “Active Supervision” |  |  |  |  |  |
| **Child Development** KCF I (2 hours)  -OR- **Behavior Guidance** KCF IIc (2 hours) |  |  |  |  |  |
| **SUIDS & AHT** (1 hour each)  ∙ SUIDS must be taken before caring for infants  ∙ AHT must be taken before caring for any children under school age  ∙ In person OR online through Develop  **Off-year videos w/ signed page**  (1/2 hour each)  ∙ Option for every other year  ∙ https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/ |  |  |  |  |  |
| **Every 2 Years**  ∙ Must be renewed every two years within 90 days of the date the trainings were previously taken. | **CPR/1st Aid**  ∙ Must include pediatric instruction  ∙ CPR must include a hands-on training component  ∙ Must be American Heart Association OR American Red Cross training OR other organization approved by licensor |  |  |  |  |  |
| **Every 5 years** | **Health & Safety 1** (2 hours)  ∙ Must be taken in year previous expires  ∙ Must be Develop approved  ∙ Date previous taken: |  |  |  |  |  |
| **Health & Safety 2** (2 hours)  ∙ Must be taken in year previous expires  ∙ Must be Develop approved  ∙ Date previous taken: |  |  |  |  |  |
| **Child Passenger Restraint** (3 hours)  ∙ Must be taken BEFORE transportation of children under age eight  ∙ Must be re-taken by expiration date of previous training  ∙ Does NOT need to be Develop approved; any training from a certified trainer  ∙ Date previous taken: |  |  |  |  |  |
| **Additional trainings**  ∙ All trainings combined must be a minimum of 16 hours total every license year  ∙ Within each 12-month license year |  |  |  |  |  |  |
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| **TOTAL TRAINING HOURS** | |  |  |  |  |  |

Updated 08/23/2024