

# LICENSE HOLDER TRAINING CHECKLIST

Provider: \_\_\_\_\_

	TRAINING	CALENDAR YEAR		CALENDAR YEAR		COMMENTS
		DATE TAKEN	HOURS	DATE TAKEN	HOURS	
<b>Annually</b> · Within each calendar year (not expiration date based) · Must be Develop approved	<b>Active Supervision</b> (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” OR KCF VII.B training designated as “FCC Supervision”					
	<b>Child Development</b> KCF I (2 hours) -OR- <b>Behavior Guidance</b> KCF IIC (2 hours)					
	<b>SUID &amp; AHT</b> (1 hour each) · SUID must be taken before caring for infants · AHT must be taken before caring for any child under school age · In person OR online through Develop					
	<b>Off-year videos w/ signed page</b> (1/2 hour each) · Option for every other year · <a href="https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/">https://mn.gov/dhs/partners-and-providers/licensing/child-care-and-early-education/family/</a>					
<b>Every 2 Years</b> · Must be renewed within 90 days after the previous trainings expire.	<b>CPR/1<sup>st</sup> Aid</b> · 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 licenser					
<b>Every 5 years</b>	<b>Health &amp; Safety 1</b> (2 hours) · Must be taken in year previous expires · Must be Develop approved · Date previous taken:					
	<b>Health &amp; Safety 2</b> (2 hours) · Must be taken in year previous expires · Must be Develop approved · Date previous taken:					
	<b>B.E.S.T.</b> (Basic Education for Safe Travel) (3 hrs) · 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:					
<b>Additional trainings</b> · All trainings combined must be a minimum of 16 hours total every calendar year						
<b>TOTAL TRAINING HOURS</b>						