

LICENSE HOLDER TRAINING CHECKLIST

Provider: _____

	TRAINING	CALENDAR YEAR		CALENDAR YEAR		COMMENTS
		DATE TAKEN	HOURS	DATE TAKEN	HOURS	
Annually · Within each calendar year (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” OR KCF VII.B training designated as “FCC Supervision”					
	Child Development KCF I (2 hours) -OR- Behavior Guidance KCF IIC (2 hours)					
	SUID & AHT (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 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 within 90 days after the previous trainings expire.	CPR/1 st 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 licenser					
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:					
	B.E.S.T. (Basic Education for Safe Travel) (3 hrs) · Must be taken BEFORE transportation of children under age nine · 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 calendar year						
TOTAL TRAINING HOURS						