

# Annual Training Requirements

I. All New Providers/License Holders & Adult Caregivers are required to have at least **16 hours per licensing year and must include:**

\***Child Development and Learning** (every year) \*Must be a DHS approved class = **Knowledge & Competency Framework (KCF) I or Knowledge and Competency Framework (KCF) II.C** (as rated Minnesota Center for Professional Development on ([www.developoolmn.org](http://www.developoolmn.org)))

\***Behavior Guidance** – Initial provider class must be “**Developmentally Appropriate behavior Guidance**”

\***Active Supervision** (2 hours each year) - Must be a DHS approved class.

\***Initial Course for new providers- Must take the “Supervising for Safety” course (6-8 hours)**

Options: There are several Active Supervision classes available to take for renewal years, must choose one that fits the Supervision category.

\*For information and registration for an in person or online classes offered through Families First/Child Care Aware go to [www.developoolmn.org](http://www.developoolmn.org)

\***CPR & First Aid** (taken every 2 years) – *Must include techniques for infants and children.*

\***Sudden Unexpected Infant Death (SUID) & Abusive Head Trauma (AHT)**

- Training must be completed in person, face-to-face, in a classroom, or online at least **once every year.**

For information and registration for an in person class offered through Families First/Child Care Aware go to [www.developoolmn.org](http://www.developoolmn.org)

\*Note: SUIDS and AHT might be two separate classes when taken/registering online; Both classes need to be completed every year.

- SUID and AHT training through MN Dept. of Human Services are offered through viewing six videos. You must view all 6 of the videos for credit.

Videos can be viewed on the MN Dept. of Human Services Website: <https://mn.gov/dhs>

Go to: People we serve

1. -Children and Families
2. -Services
3. -Child Care
4. -Licensing and then click on Effects of abusive head trauma and ways to prevent, information for providers about abusive head trauma training requirements.

- **Health and Safety I** -This class must **be completed by 12/31/2022** and then every 5 years thereafter.  
\* *This class can count for the annual active supervision training requirement in the year it's completed.*

- **Health and Safety II** -This class must **be completed by 12/31/2022** and then every 5 years thereafter.  
\* *This class can count for the annual active supervision training requirement in the year it's completed.*

**NOTE: Child Restraint Systems (Car Seat) training must be completed every 5 years if transporting children under the age of nine.**

**II. SUBSTITUTE CAREGIVERS:** Providers can now use substitutes **for up to 500 hours annually rather than 30 days** in a calendar year. Providers must document the use of substitutes on a form provided by DHS, including the name, dates substitute provided care and number of hours used by substitute.

**Training Requirements:**

- **CPR** and **First Aid** (every 2 years) – Must include techniques for infants and children
- **Sudden Unexpected Infant Death (SUID) & Abusive Head Trauma (AHT)**
  - \* Training must be completed in person, face-to-face, in a classroom, or on-line at least once every year.

**IV. Helpers (ages 13-17)**- can assist the provider with day to day program operations. Cannot be left alone with children, cannot solely care for children.

- **Sudden Unexpected Infant Death (SUID) & Abusive Head Trauma (AHT)**
  - \* Training must be completed in person, face-to-face, in a classroom, or on-line at least once every year.
- **Helpers who assist with care on a regular basis (at least monthly) must complete 6 Hours of training within one year after the date of initial employment.**

**\*\*You are required to do 16 hours of training annually. Any training taken to meet the training requirements prior to licensure cannot be counted towards your annual required hours. The required training topics above will not equal 16 hours every year. You will need to take other training in addition to the above topics. Please see statute 245A.50 subd. 7 on acceptable training topics. Please check with your licenser if you are unsure if the training will be acceptable. Your training year will be from your licensing month to licensing month. For example, if your license was issued for July 1st, 2019 then you need to complete 16 hours of training by June 30th, 2020.\*\*\***