

# Annual Training Requirements

I. **Provider/License Holder & 2<sup>nd</sup> Adult Caregivers (used 30+ days in a 12-month period)** - 16 hours per licensing year and must include:

**Child Development and Learning & Behavior Guidance** (every licensing 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))

**Active Supervision** (2 hours every licensing year) - Must be a DHS approved class

Options: There are several Active Supervision classes available (2 hrs.)

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)

For registration for online training through Eager-to-Learn go to [www.developoolmn.org](http://www.developoolmn.org) - Search for the classes under web-based training.

**CPR** (every 2 years) – Must include techniques for infants and children

**First Aid** (every 2 years)

**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 two years.

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)

For registration for online training through Eager-to-Learn (Anytime Learning) go to [www.developoolmn.org](http://www.developoolmn.org) - Search for the class under web-based training. \*\*Note: SUID and AHT are two separate classes when taken online; Both classes need to be completed.

- On the years when the above training is not required, the license holder must receive SUID and AHT training through viewing six videos. The videos must be approved by the Minnesota Department of Human Services.

Videos can be viewed on the Olmsted County Website: [www.co.olmsted.mn.us](http://www.co.olmsted.mn.us)

1. Go to Child Care Licensing
2. Click on Child Care Provider Information in box on left side
3. Click on SUID and AHT Training Requirement links in the Related Links box on the right side. You must watch all six of the videos on these links.

**Health and Safety I** This class must be completed by 12/31/2022 and then every 5 years thereafter.

\* This class can be counted for the annual active supervision training requirement in the year completed.

**Health and Safety II** This class must be completed by 12/31/2022 and then every 5 years thereafter.

\* This class can be counted for the annual active supervision training requirement in the year completed.

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

## **II. Substitutes (from 31 hours to 30 days in a 12-month period)**

**CPR** (every 2 years) – Must include techniques for infants and children

**First Aid** (every 2 years)

### **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 two years.

\* On the years when the above training is not required, the license holder must receive SUID and AHT training through viewing six videos. The videos must be approved by the Minnesota Department of Human Services.

## **III. Substitutes (30 hours or less in a 12-month period)**

### **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 two years.

\* On the years when the above training is not required, the license holder must receive SUID and AHT training through viewing six videos. The videos must be approved by the Minnesota Department of Human Services.

## **IV. Helpers (ages 13-17)**

### **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 two years.

\* On the years when the above training is not required, the license holder must receive SUID and AHT training through viewing six videos. The videos must be approved by the Minnesota Department of Human Services.

**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.**