

<b>Required Trainings, Physician's Report and items to review.</b> <b>*****Background Studies required for all of these individuals*****</b>	<b>Licensed Providers &amp; Co-Applicants:</b> An adult caregiver who is legally responsible for the operation for the FCC program	<b>Second Adult Caregiver:</b> An adult who provides care in the program along with the license holder for <b>more than 500 hours annually</b>	<b>Substitute Caregiver or Second Adult Caregiver used 500 hours or less:</b> An adult caregiver who assumes responsibility for providing care in the licensed holders absence or assists provider for <b>500 or fewer hours annually</b>	<b>Teenage Helper: Cannot be left alone with kids</b> A person at least 13 years old and less than 18 years old who assists the license holder
Information Session	Yes			
2 <sup>nd</sup> Orientation	Yes			
Sudden Unexpected Infant Death (SUID) before caring for children under 12 months	Yes – If caring for an infant Training must first be completed in a classroom or via an online training. On the off year, the training may be completed by watching approved videos.			
Abusive Head Trauma (AHT) before caring for children under school age	Yes – If caring for children under school age Training must first be completed in a classroom or via an online training. On the off year, the training may be completed by watching approved videos.			
CPR Training	Yes	Yes	Yes	
First Aid Training	Yes	Yes	Yes	
Child Passenger Restraint Training before transporting children	Yes - if placing a child under the age of 8 in a child passenger restraint.			
Child Growth & Development/Behavior Guidance	Yes	Yes		
Active Supervision	Yes	Yes		
Health and Safety I	Yes	Yes		
Health and Safety II	Yes	Yes		
Basic of Licensed Family Child Care for Substitutes			Yes	
Emergency Plan reviewed	Yes	Yes	Yes	No
Allergy Forms reviewed – if applicable	Yes	Yes	Yes	Yes
Substance Abuse Policy reviewed	Yes	Yes	Yes	Yes
16 hours annual ongoing training	Yes	Yes		6 hours within first year of service
Physicians Report	Yes	Yes	Yes	

**Remember to keep a record of how often (dates and times) substitutes are left alone with the kids**

	Pediatrics First Aid and Pediatrics CPR (every 2 years) Online training not accepted	SUID Training (annually, every other year videos acceptable)	AHT Training (annually, every other year videos acceptable)	Active Supervision (2 hours annually)	Health and Safety I (every 5 years) Counts as Active Supervision	Health and Safety II (every 5 years) Counts as Active Supervision	Child Growth and Development & Behavior Guidance (annually) KCF I or KCF IIc	C.A.R.S (every 5 years)	Basics of Licensed Family Child Care for Substitutes/2 <sup>nd</sup> adult used 500 hours or less (Every 3 years)
NAME	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN
	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE
NAME	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN
	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE
NAME	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN
	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE
NAME	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN	TAKEN
	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE	DUE

\_\_\_\_\_ needs 16 hours of training between \_\_\_\_\_ and \_\_\_\_\_

**Background Studies completed:**

Name							
Date cleared							
Date due							