

# Training Requirement Guidelines

Training Level	Hour/day use in license year	Initial requirements – must be documented	On-going requirements – must be documented	Comments
<b>Level 1</b>	Rare, emergency ONLY (Emergency Replacement)	<ul style="list-style-type: none"> <li>Must be 18+ years</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>If used, closure of program required the day of emergency</li> <li>Notify licensor within 7 days of use of Emergency Replacement</li> </ul>
<b>Level 2</b>	Less than 30 hours working in a program as a 2 <sup>nd</sup> adult caregiver* or as a substitute*	<ul style="list-style-type: none"> <li>Must be 18+ years</li> <li>Background study</li> <li>SUIDS</li> <li>AHT</li> <li>Emergency Preparedness Plan training</li> <li>Specific child allergy plan training – if applicable</li> <li>Alcohol and Drug Policy training</li> <li>Child Passenger Restraint training if transporting</li> </ul>	<p>Every 5 years</p> <ul style="list-style-type: none"> <li>Background Study</li> </ul> <p>Maintain certification</p> <ul style="list-style-type: none"> <li>Child Passenger Restraint training if transporting</li> </ul> <p>Annual</p> <ul style="list-style-type: none"> <li>SUIDS</li> <li>AHT</li> <li>Emergency Preparedness Plan training</li> <li>Specific child allergy plan training – if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Name, date and number of hours worked must be documented; designate if worked as 2<sup>nd</sup> adult caregiver or substitute; DHS provides optional tracking form</li> </ul>
<b>Level 3</b>	Greater than 30 hours working in a program as a 2 <sup>nd</sup> adult caregiver or as a substitute  AND  Less than 30 days working in a program as a 2 <sup>nd</sup> adult caregiver or as a substitute	<ul style="list-style-type: none"> <li>Must be 18+ years</li> <li>Background study</li> <li>SUIDS</li> <li>AHT</li> <li>CPR/1<sup>st</sup> Aid - before working as a substitute</li> <li>Emergency Preparedness Plan training</li> <li>Specific child allergy plan training – if applicable</li> <li>Alcohol and Drug Policy training</li> <li>Child Passenger Restraint training if transporting</li> </ul>	<p>Every 5 years</p> <ul style="list-style-type: none"> <li>Background Study</li> </ul> <p>Maintain certification</p> <ul style="list-style-type: none"> <li>CPR/1<sup>st</sup> Aid – if applicable</li> <li>Child Passenger Restraint training if transporting</li> </ul> <p>Annual</p> <ul style="list-style-type: none"> <li>SUIDS</li> <li>AHT</li> <li>Emergency Preparedness Plan training</li> <li>Specific child allergy plan training – if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Any portion of any day counts as a day</li> <li>Name, date and number of hours worked must be documented; designate if worked as 2<sup>nd</sup> adult caregiver or substitute; DHS provides optional tracking form</li> </ul>

<p><b>Level 4</b></p>	<p>Greater than 30 days working in a program as a 2<sup>nd</sup> adult caregiver or as a substitute</p> <p>Less than 500* hours working as a substitute</p> <p>Unlimited hours working as a 2<sup>nd</sup> adult caregiver</p>	<ul style="list-style-type: none"> <li>▪ Must be 18+ years</li> <li>▪ Background study</li> <li>▪ SUIDS</li> <li>▪ AHT</li> <li>▪ CPR/1<sup>st</sup> Aid - before working as a substitute</li> <li>▪ Emergency Preparedness Plan training</li> <li>▪ Specific child allergy plan training – if applicable</li> <li>▪ Alcohol and Drug Policy training</li> <li>▪ Physician statement</li> <li>▪ 4-hour child development &amp; learning and behavior guidance training</li> <li>▪ 6-hour Supervising for Safety for Family Child Care training</li> <li>▪ Child Passenger Restraint training if transporting</li> </ul>	<p>Every 5 years</p> <ul style="list-style-type: none"> <li>▪ Background Study</li> <li>▪ 2-hour Health and Safety 1 &amp; 2 trainings -or- 6-hour Supervising for Safety for Family Child Care training</li> </ul> <p>Maintain certification</p> <ul style="list-style-type: none"> <li>▪ CPR/1<sup>st</sup> Aid – if applicable</li> <li>▪ Child Passenger Restraint training if transporting</li> </ul> <p>Annual</p> <ul style="list-style-type: none"> <li>▪ SUIDS</li> <li>▪ AHT</li> <li>▪ Emergency Preparedness Plan training</li> <li>▪ Specific child allergy plan training – if applicable</li> <li>▪ 2-hour Active Supervision training</li> <li>▪ 2-hour child development (KCF 1) or behavior guidance (KCF IIC) training</li> <li>▪ 16 total annual training hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ Name, date and number of hours worked must be documented; designate if worked as 2<sup>nd</sup> adult caregiver or substitute; DHS provides optional tracking form</li> </ul>
<p><b>Level 5</b></p>	<p>License Holder and Co-license Holder</p>	<ul style="list-style-type: none"> <li>▪ All requirements of license holder</li> </ul>	<ul style="list-style-type: none"> <li>▪ All requirements of license holder</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unlimited hours working in a program in any capacity</li> </ul>
<p><b>Helper</b></p>	<p>Can never be left alone with child</p>	<ul style="list-style-type: none"> <li>▪ 13 – 17 years old</li> <li>▪ Background study</li> <li>▪ Emergency Preparedness Plan training</li> <li>▪ Specific child allergy training – if applicable</li> <li>▪ Alcohol and Drug Policy training</li> <li>▪ SUIDS</li> <li>▪ AHT</li> <li>▪ Child Passenger Restraint training if transporting</li> <li>▪ 6 total hours of training within first year of service</li> </ul>	<p>Every 5 years</p> <ul style="list-style-type: none"> <li>▪ Background study</li> </ul> <p>Maintain certification</p> <ul style="list-style-type: none"> <li>▪ Child Passenger Restraint training if transporting</li> </ul> <p>Annual</p> <ul style="list-style-type: none"> <li>▪ SUIDS</li> <li>▪ AHT</li> </ul>	

\***Substitute** = an adult left alone with children without the provider present. Maximum of 500 hours of substitute use per license year includes all substitutes used.

\***2<sup>nd</sup> Adult Caregiver** = an adult who works in a program with the provider present