

# Yearly In-Service Training Record

## Licensed Child Care Centers

The center director, staff persons, substitutes, and unsupervised volunteers must complete in-service training each calendar year according to [MN Statute, section 245A.40, subdivision 7](#). Training for orientation cannot be used to meet in-service training requirements according to [MN Statutes, section 245A.40, subdivision 1](#). Documentation of in-service training is required.

Name	License Number	Calendar Year	In-service Hours Required	In-service Hours Completed

**Choose one of the following positions to describe the role of the individual:**  
(Center Director, Staff Person, Substitute, Unsupervised Volunteer)

**Check all that apply:**

- Works with infants
- Works with preschool children
- Works with toddlers
- Works with school age children

Check the box below that most closely describes the individual's weekly hours worked in the center. Working hours should be considered the amount of time worked in the center, whether paid or unpaid.

- 12 hours required if working hours are less than 20 hours per week
- 24 hours required if working hours are more than 20 hours per week
- Substitutes and Unsupervised Volunteers have no minimum in-service hour requirement but must complete training on required topics

### Required Training for Center Directors, Staff Persons, Substitutes, and Unsupervised Volunteers

<i>Training topics to be completed each calendar year</i>	Date Completed	Training Organization or Trainer Name	Training Hours
<b>Abusive Head Trauma</b> training for individuals working with a child under school age per <a href="#">MN Statutes, section 245A.40, subd. 5a</a> ; Can be N/A for centers with only school age children			
<b>Allergy Prevention and Response</b> training on details of center policy per <a href="#">MN Statutes, section 245A.41, subd. 1</a>			
<b>Center child care program plan</b> training on details of the center's child care program plan, per <a href="#">MN Rules, part 9503.0045</a>			
<b>Emergency Preparedness</b> training on the details of the center's Emergency Plan per <a href="#">MN Statutes, section 245A.41, subd. 3</a>			
<b>Handling and Disposal of Bodily Fluids</b> training on details of center policy per <a href="#">MN Statutes, section 245A.41, subd. 2</a>			
<b>Handling Emergencies and Accidents</b> training on details of center policy per <a href="#">MN Rule, part 9503.0110, subp. 1</a>			
<b>Health policies</b> training on details of center policy per <a href="#">MN Rules 9503.0140, subp. 1</a>			
<b>Reporting Responsibilities</b> and training per <a href="#">MN Statutes, chapter 260E</a> and <a href="#">MN Rules, part 9503.0130</a>			
<b>Risk Reduction Plan</b> training must include details on center's Risk Reduction Plan per <a href="#">MN Statutes, 245A.66, subd. 2</a>			
<b>Sudden Unexpected Infant Death</b> training for individuals working with infants per <a href="#">MN Statutes, section 245A.40, subd. 5</a> ; Can be N/A for centers not serving infants.			
<i>Training topics to be completed every other calendar year</i>			
<b>Child Development and Learning</b> training as required per <a href="#">MN Statutes, section 245A.40, subd. 2</a>			
<b>Cultural Dynamics</b> training as required per <a href="#">MN Statutes, section 245A.40, subd. 7 (4)</a>			
<b>Disabilities</b> training as required per <a href="#">MN Statutes, section 245A.40, subd. 7 (5)</a>			
<i>Training topics to be completed every 5 calendar years</i>			
<b>Child passenger restraint</b> training for individuals that place children in child restraint systems per <a href="#">MN Statutes, section 245A.18, subd. 2</a>			

Total training hours from completed required trainings above

