

Orientation Training Record

Licensed Child Care Centers

The center director, staff persons, substitutes, and unsupervised volunteers must be given orientation training and successfully complete the training **before starting assigned duties**. According to [MN Statutes, section 245A.40, subdivision 1](#), training for orientation cannot be used to meet in-service training requirements. Documentation of orientation is required.

Name	License Number	Date of Hire	Date Background Notice Issued to Individual	Date of First Direct Contact	Date of First Unsupervised Contact

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

Orientation Training Requirements

The license holder must ensure that all required content is included in each orientation training requirement.

	Training Hours	Date Completed
Abusive Head Trauma training for individuals working with a child under school age per MN Statutes, section 245A.40, subd. 5a ; Can be N/A for centers with only school age children		
Allergy Prevention and Response training on details of center policy per MN Statutes, section 245A.41, subd. 1		
Behavior Guidance training on details of center policy per MN Rules, part 9503.0055		
Child Development and Learning training as required per MN Statutes, section 245A.40, subd. 2		
Center Child Care Program Plan training on details of the center's child care program plan per MN Rules, part 9503.0045		
Emergency Preparedness training on details of the center's Emergency Plan per MN Statutes, section 245A.41, subd. 3		
Handing and Disposal of Bodily Fluids training on details of center policy per MN Statutes, section 245A.41, subd. 2		
Handling Emergencies and Accidents training on details of center policy per MN Rule, part 9503.0110, subp. 1		
Health Policies training on details of center policy per MN Rules 9503.0140, subp. 1		
Individual Child Care Program Plan training on details of individual child care program plans for all children that the staff will interact with per MN Rules 9503.0065 and MN Statutes, section 245A.41, subd. 1 , if applicable		
Job Responsibilities specific to the individual's position at the center per MN Statutes, section 245A.40, subd. 1 (1)		
Pediatric Cardiopulmonary Resuscitation (CPR) for individuals as required per MN Statutes, section 245A.40, subd. 4		
Pediatric First Aid training for individuals as required per MN Statutes, section 245A.40, subd. 3		
Program Drug and Alcohol Policy training on the details of the center's policy per MN Statutes, section 245A.40, subd. 1c		
Reporting Responsibilities and training per MN Statutes, chapter 260E and MN Rules, part 9503.0130		
Risk Reduction Plan training on details of the center's Risk Reduction Plan per MN Statutes, 245A.66, subd. 2		
Sudden Unexpected Infant Death training for individuals working with infants per MN Statutes, section 245A.40, subd. 5 ; Can be N/A for centers not serving infants.		

Verification

I received training for orientation and yearly in-service as required for my position at this certified child care center.	Date Completed
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Supervisor Verification

Signature of Supervisor attesting to the accuracy of training information and approval of in-service training above	Date Completed
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