

Primary Caregiver's, Helper's, Substitute's and Emergency Substitute's Training Log

Please complete this form if you are using a Primary Caregiver, Substitute, Helper, or Emergency Substitute. (A Definition and Training Requirements summary is provided for your clarification).

Provider's Name: _____ Date: _____

Please use exact dates. Copies of training certificates must be documented and verified/attached here.

Name: _____ Date of Birth: _____

This person is my (circle one): Primary Caregiver, Helper, Substitute, Emergency Substitute

Address: _____

Phone: _____ CPR: _____ First Aid: _____

SIDS: _____ SBS: _____ Child Restraints: _____

Viewed Portrait of Promise: _____ Physical Exam: _____

Drug & Alcohol Policy: _____ Grievance Policy: _____

Mandated Reporting Policy: _____ Background Study: _____

Yearly Training Hours (2 or 8): _____

Name: _____ Date of Birth: _____

This person is my (circle one): Primary Caregiver, Helper, Substitute, Emergency Substitute

Address: _____

Phone: _____ CPR: _____ First Aid: _____

SIDS: _____ SBS: _____ Child Restraints: _____

Viewed Portrait of Promise: _____ Physical Exam: _____

Drug & Alcohol Policy: _____ Grievance Policy: _____

Mandated Reporting Policy: _____ Background Study: _____

Yearly Training Hours (2 or 8): _____

Definition and Training Requirements

Provider and/or Co-Provider

(Name(s) appear on the license)

- Must be an adult, at least 18 years of age.
- Must complete 2 hours of early child growth and development training within the first year of licensing.
- Must complete a minimum of 8 hours of training each year after initial licensing year.
- Background study submitted and cleared before starting child care. Study done on family members living in the home, ages 13 and older (background studies completed for every relicensing also).
- Must have CPR (every 3 years).
- Must have First Aid (once).
- SIDS training prior to caring for infants (required every 5 years/30 minutes).
- Shaken Baby Syndrome training prior to caring for children under school age (required every 5 years/30 minutes).
- Portrait of Promise video watched annually.
- Documentation of physical exam from physician must be provided.
- Three personal, non-related, references must be provided .
- Must complete all necessary forms and documents required by County and State.
- Must have Child Passenger Safety training if transporting children under the age of nine (required every 5 years/ 1 hour). Must complete this training if transporting in cases of emergency.
- Must be trained in and have signed the program's drug & alcohol policy, grievance policy, and mandated reporting policy.

Primary Caregiver

(Provides care to children for more than 30 days in any 12 month period)

- Must be an adult, at least 18 years of age.
- Background study submitted and cleared before child contact (background study completed for every relicensing also).
- Must have CPR (every 3 years).
- Must have First Aid (once).
- SIDS training prior to caring for infants (required every 5 years/30 minutes).
- Shaken Baby Syndrome training prior to caring for children under school age (required every 5 years/30 minutes).
- Portrait of Promise video watched annually.
- Documentation of physical exam from physician must be provided.
- Must complete 2 hours of early child growth and development training within the first year of licensing.
- Must complete a minimum of 8 hours of training each year.
- Must have Child Passenger Safety training if transporting children under the age of nine (required every 5 years/ 1 hour). Must complete this training if transporting in cases of emergency.
- Must be trained in and have signed the program's drug & alcohol policy and mandated reporting policy.
- Training in grievance policy is recommended.

Substitute

(Assumes responsibility of the provider for no more than 30 days in any 12 month period)

- Must be an adult, at least 18 years of age.
- Background study submitted and cleared before child contact (background study completed for every relicensing also).
- Must have CPR (every 3 years).
- Must have First Aid (once).
- SIDS training prior to caring for infants (required every 5 years/30 minutes).
- Shaken Baby Syndrome training prior to caring for children under school age (required every 5 years/30 minutes).

- Portrait of Promise video watched annually.
- Must have Child Passenger Safety training if transporting children under the age of nine (required every 5 years/ 1 hour). Must complete this training if transporting in cases of emergency.
- Must be trained in and have signed the program's drug & alcohol policy and mandated reporting policy.
- Training in grievance policy is recommended.

Emergency Substitute

(Assumes responsibility of the provider for less than 30 hours during any 12 month period)

- Must be an adult, at least 18 years of age.
- Background study submitted and cleared before child contact (background study completed for every relicensing also).
- SIDS training prior to caring for infants (required every 5 years/30 minutes).
- Shaken Baby Syndrome training prior to caring for children under school age (required every 5 years/30 minutes).
- Portrait of Promise video watched annually.
- Must have Child Passenger Safety training if transporting children under the age of nine (required every 5 years/ 1 hour). Must complete this training if transporting in cases of emergency.
- Must be trained in and have signed the program's drug & alcohol policy and mandated reporting policy.
- Training in grievance policy is recommended.
- CPR is not required.
- First Aid is not required.

Helper

(Assists provider/co-provider/primary caregiver/substitute/emergency substitute with caring for children)

- At least 13 years of age; and less than 18 years of age.
- CANNOT** be left alone with children, must have constant supervision .
- Must complete 6 hours of training within one year after the date of initial employment, if assisting for more than 30 days within any 12 month period.
- Background study submitted and cleared before child contact (background study completed for every relicensing also).
- SIDS training prior to caring for infants (required every 5 years/30 minutes).
- Shaken Baby Syndrome training prior to caring for children under school age (required every 5 years/30 minutes).
- Portrait of Promise video watched annually.
- CPR and First Aid is *recommended*, but not required.
- Must be trained in and have signed the program's drug & alcohol policy and mandated reporting policy.
- Training in grievance policy is recommended.
- Must have Child Passenger Safety training if transporting children under the age of nine (required every 5 years/ 1 hour). Must complete this training if transporting in cases of emergency. The provider/co-provider/primary caregiver/substitute/emergency substitute would need to be in the vehicle with the helper, as the helper requires constant supervision and cannot be left alone with children.

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Child Growth and Development Training (2 hours in first year of licensing):

Training in understanding how children acquire language and develop physically, cognitively, emotionally, and socially.

Training Requirements (following first year of licensing/8 per year):

|                                                                 |                                     |
|-----------------------------------------------------------------|-------------------------------------|
| Child growth and development (see above)                        | Learning environment and curriculum |
| Assessment and planning for individual needs                    | Interactions with children          |
| Families and communities                                        | Health, safety, and nutrition       |
| Program planning and evaluation                                 |                                     |
| Cultural dynamics of early childhood development and child care |                                     |

See MN Statutes 245A.50, Subd. 7 and Subd. 8 for additional information on these training requirements.