

# Training Requirements for Licensed Family Child Care

As of September 30, 2020

Training requirements are critical in promoting a minimum level of health, safety, and supervision in family child care. There are two types of training requirements – initial training requirements and ongoing training requirements. This fact sheet provides information about training requirements for licensed family child care programs that are set forth in current law, as updated by the Legislature in 2020 (see [Laws of 2020, 1st Special Session, Chapter 2](#)).

## Who needs to complete training requirements?

Training requirements vary depending on a person’s role with a family child care program. Additionally, training requirements can vary depending on the ages of children in care and whether the family child care program transports children. The table below outlines common roles in a family child care program.

Role	Definition
License holder and co-license holder	An adult (or adults, if there are co-license holders) who is legally responsible for the operation of the family child care program. All license holders are listed on the license. The license holder is the primary caregiver.
Second adult caregiver	An adult who provides care in the program along with the license holder for more than 500 hours annually. <b>NOTE:</b> Adult caregivers who provide care in the program along with the license holder for 500 or fewer hours annually are required to take the same trainings as those required for a substitute.
Substitute	An adult caregiver who assumes responsibility for providing care in the license holder’s absence for 500 or fewer hours annually.
Helper	A person at least 13 years old and less than 18 years old who assists the license holder with the care of children.

## Initial training requirements

Minnesota law requires family child care license holders and other caregivers to take initial training before caring for children and/or licensure. Initial training provides caregivers with knowledge and skills to provide a healthy and safe environment for the children in care.

	<b>License holder &amp; co-license holder</b>	<b>Second adult caregiver</b>	<b>Substitute</b> <i>(also other adult caregivers who provide care for 500 or fewer hours annually)</i>	<b>Helper</b>
Supervising for Safety for Family Child Care (6 hours in-person/ 8 hours online)	Yes, before licensure	Yes, before caring for children	No	No
Child development and learning and behavior guidance* (4 hours) *See <a href="#">Minn. Stat. 245A.50, subd. 2 (b)</a> for information about exemptions.	Yes, before licensure	Yes, before caring for children	No	No
Pediatric first aid & pediatric cardiopulmonary resuscitation (CPR)	Yes, before licensure	Yes, before caring for children	Yes, before caring for children	No
Reducing the risk of sudden unexpected infant death (SUID)	Yes, before being licensed to care for infants	Yes, before caring for infants		
Reducing the risk of abusive head trauma (AHT)	Yes, before being licensed to care for children under school age	Yes, before caring for children under school age		
Child passenger restraint (CARS)	Yes, before licensure if you plan to transport children	Yes, before placing a child under the age of 8 in a child passenger restraint		
Basics of licensed family child care for substitutes (4 hours)	No	No	Yes, before caring for children	No
Overview of: 1. license holder's emergency preparedness plan; 2. license holder's allergy prevention and response for children in care; 3. license holder's policies	No (license holder provides this overview)	Yes, before caring for children	Yes, before caring for children	No

## Ongoing training requirements

Minnesota law also requires family child care license holders and others in their program to complete training on an ongoing basis. Ongoing training ensures that license holders and others continue to develop knowledge and skills regarding minimum health and safety standards, as well as promotes ongoing professional development. While many of the ongoing training requirement topics are specified, license holders and second adult caregivers have the flexibility to take some of the annually required hours of in-service training on a variety of different topics.

		License holder & co-license holder	Second adult caregiver	Substitute <i>(also other adult caregivers who provide care for 500 or fewer hours annually)</i>	Helper
Annually	Active supervision (2 hours)	Yes	Yes	No	No
	Child development and learning OR behavior guidance (2 hours)*	Yes	Yes	No	No
	Reducing the risk of SUID	Yes, if caring for an infant (Training must first be completed in a classroom or via an on-line training. On the off year, the training may be completed by watching approved videos.)			
	Reducing the risk of AHT	Yes, if caring for children under school age (Training must first be completed in a classroom or via an on-line training. On the off year, the training may be completed by watching approved videos.)			
	In-service training requirements	Yes, 16 hours (includes required training course hours)	Yes, 16 hours (includes required training course hours)	No	Yes, 6 hours within first year of service
Every 2 years	Pediatric first aid & pediatric cardiopulmonary resuscitation (CPR)	Yes	Yes	Yes	No
Every 3 years	Basics of licensed family child care for substitutes (4 hours)	No	No	Yes	No
Every 5 years	Health and Safety I <sup>+</sup>	Yes	Yes	No	No
	Health & Safety II <sup>+</sup>	Yes	Yes	No	No
	CARS	Yes, if placing a child under the age of 8 in a child passenger restraint			

\*A 3-credit early childhood development course fulfills this requirement.

<sup>+</sup> When completed, this training counts for the active supervision requirement for that year.

## What does “annually” mean?

“Annual” is defined in the law, for the purposes of training requirements, to allow for the completion of annual training requirements within the one year period following the license effective date, or the one year period following the anniversary of the license effective date.

Example: The family child care license is effective from March 1, 2018, until February 29, 2020. The license holder completes the 2-hour Active Supervision training during year 1 of the license on January 3, 2019. During year 2 of the license, the license holder completes the course on February 25, 2020. The license holder is in compliance.

## What about trainings not required on an annual basis?

Some trainings are required every 2 years, 3 years or 5 years. For those trainings, the caregiver must “repeat” the training by the anniversary of the license holder’s license effective date that follows when the training expired.

Example: The second adult caregiver completed pediatric first aid and CPR training on April 1, 2019, and the license holder’s license effective date is June 1. The second adult caregiver must complete pediatric first aid and CPR training again by May 31, 2021.

Note: This legal deadline for renewing your pediatric CPR training only affects whether or not you are in compliance with licensing standards. If you choose to wait until after your CPR certification has expired to take the training, there may be consequences that are not related to licensing (such as not being eligible to take a refresher course or having to pay more for the class).

## Resources

For more information about upcoming in-person and online training opportunities, please visit Develop (<https://www.developtoolmn.org>), Minnesota’s Quality Improvement and Registry Tool.