Training Requirement Guidelines

Training Level	Hour/day use in license year	Initial requirements – must be documented	On-going requirements – must be documented	Comments
Level 1	Rare, emergency ONLY (Emergency Replacement)	▪ Must be 18+ years	▪ None	▪ If used, closure of program required the day of emergency ▪ Notify licensor within 7 days of use of Emergency Replacement
Level 2	Less than 500 hours annually working in a program as an adult caregiver* or as a substitute*	▪ Must be 18+ years ▪ Background study ▪ SUIDS ▪ AHT ▪ CPR and First Aid ▪ Basics of licensed family childcare substitutes (4 hours) ▪ Emergency Preparedness Plan training ▪ Specific child allergy plan training – if applicable ▪ Alcohol and Drug Policy training ▪ LH allergy prevention and response for children in care ▪ LH Policies ▪ Child Passenger Restraint training if transporting	Every 5 years ▪ Background Study Every 3 years ▪ Basics of licensed family childcare substitutes (4 hours) Maintain certification ▪ Child Passenger Restraint training if placing child in restraint ▪ CPR and First Aid Annual ▪ SUIDS ▪ AHT ▪ Emergency Preparedness Plan training ▪ Specific child allergy plan training – if applicable	▪ Name, date and number of hours worked must be documented; designate if worked as 2nd adult caregiver or substitute; DHS provides optional tracking form
Level 3	An adult who provides care in the program along with the LH for more than 500 hours annually.	▪ Must be 18+ years ▪ Background study ▪ SUIDS ▪ AHT ▪ CPR/1st Aid - before working as a substitute ▪ Emergency Preparedness Plan training ▪ Specific child allergy plan training – if applicable	Every 5 years ▪ Background Study ▪ 2-hour Health and Safety 1 & 2 trainings -or- 6-hour Supervising for Safety for Family Child Care training Maintain certification ▪ CPR/1st Aid – if applicable	▪ Name, date and number of hours worked must be documented; designate if worked as 2nd adult caregiver, or substitute; DHS provides optional tracking form

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	Unlimited hours working as a 2nd adult caregiver	▪ LH allergy prevention and response for children in care ▪ LH policies ▪ Alcohol and Drug Policy training ▪ Physician statement ▪ 4-hour child development & learning and behavior guidance training ▪ 6-hour Supervising for Safety for Family Child Care training ▪ Child Passenger Restraint training if transporting	▪ Child Passenger Restraint training if transporting Annual ▪ SUIDS ▪ AHT ▪ Emergency Preparedness Plan training ▪ Specific child allergy plan training – if applicable ▪ 2-hour Active Supervision training ▪ 2-hour child development (KCF 1) or behavior guidance (KCF IIC) training ▪ 16 total annual training hours	
Level 4	License Holder and Co-license Holder	▪ All requirements of license holder	▪ All requirements of license holder	▪ Unlimited hours working in a program in any capacity
Helper	Can never be left alone with child	▪ 13 – 17 years old ▪ Background study ▪ Emergency Preparedness Plan training ▪ Specific child allergy training – if applicable ▪ Alcohol and Drug Policy training ▪ SUIDS ▪ AHT ▪ Child Passenger Restraint training if transporting ▪ 6 total hours of training within first year of service	Every 5 years ▪ Background study Maintain certification ▪ Child Passenger Restraint training if transporting Annual ▪ SUIDS ▪ AHT	

***Substitute =** An adult caregiver who assumes responsibility for providing care in the license holder's absence for 500 or fewer hours annually.
***2nd Adult Caregiver** = An adult who provides care in the program along with the license holder for more than 500 hours annually. NOTE: Adult caregivers who provide care in the program along with LH for 500 or fewer hours annually are required to take the same trainings as those required for a substitute.
***Helper =** A person at least 13 years old and less than 18 years old who assists the LH with the care of children.
***LH=** License Holder