

License Holder Training Checklist

Provider: _____

License Expiration Date: _____

	Training	License Year Dates		License Year Dates		Comments
		_____ to _____		_____ to _____		
		Date Taken	Hours	Date Taken	Hours	
Annually Within each 12-month period of licensure (not expiration date based) Must be Develop approved	Active Supervision (2 hours) · Not required if Health & Safety 1 or 2 -OR- Supervising for Safety for Family Child Care taken that license year · Any training titled "Active Supervision" or training identified as FCC Active Supervision in KCF VII.B					
	Child Development KCF I (2 hours) -OR- Behavior Guidance KCF II.C (2 hours)					
	SUID & AHT (1 hour each) · SUID taken prior to caring for infants · AHT taken prior to caring for under school age · In person -OR- online through Develop Off-year videos with signed page (½ hour each) · Option for every other year · Found on DHS licensing website					
Every 2 Years Must be repeated every two years within the license year	CPR/First Aid · Must include pediatric instruction · CPR must include a hands-on training · Must be American Heart Association -OR- American Red Cross training -OR- other organization approved by licenser					
Every 5 years	Health & Safety 1 (2 hours) (found on Develop) · Must be taken in year it expires by the license date · Supervising for Safety for Family Child Care also fulfills this requirement · Date previous taken:					
	Health & Safety 2 (2 hours) (found on Develop) · Must be taken in year it expires by the license date · Supervising for Safety for Family Child Care also fulfills this requirement · Date previous taken:					
	Child Passenger Restraint (C.A.R.S) (3 hours) · Must be taken BEFORE transporting and BEFORE placing children under age eight in restraints · Must be re-taken by expiration date of previous · Any training from a certified trainer · Date previous taken:					
Additional trainings All trainings combined must be a minimum of 16-hours total every license year Within each 12-month period of licensure						
Total Training Hours						

Updated 10/28/2021