

Required CCL Training for Licensed Providers and Their Caregivers	Provider & Co-Applicant	Adult Caregiver	Substitute	Helper	Emergency Substitute
Sudden Unexpected Infant Death (SUID) training completed annually. Classroom or on-line training one year. *Watch three approved videos on alternate year. Google Search: "Minnesota Family Child Care SUIDS/AHT Training" to locate the videos.	YES	YES	YES	YES	YES
Abusive Head Trauma (AHT) training completed annually. Classroom or on-line training one year. *Watch three approved videos on alternate year. Google Search: "Minnesota Family Child Care SUIDS/AHT Training" to locate the videos.	YES	YES	YES	YES	YES
First Aid training required every two years. Training must be oriented to infants and children. Must be completed in-person.	YES	Yes, If left alone with w/ children more than 30 days a year.	Yes, If left alone with w/ children more than 30 days a year.	N/A	N/A
Cardiopulmonary Resuscitation (CPR) training required every two years. Must be completed in-person	YES	Yes, If left alone with w/ children more than 30 days a year.	Yes, If left alone with w/ children more than 30 days a year.	N/A	N/A
Active Supervision training (2 hours) required annually. Classroom or on-line training. *6 hours of "Supervising for Safety" class is required to meet pre-licensing training requirements.	YES	YES	N/A	N/A	N/A
Child Growth and Development training (2 hours) required annually. Classroom or on-line training. *4 hours of "Developmentally Appropriate Behavior Guidance" class is required to meet pre-licensing training requirements.	YES	YES	N/A	N/A	N/A
Behavior Guidance training (2 hours) required annually. Classroom or on-line training.	YES	YES	N/A	N/A	N/A
Child Passenger Restraint (car seat) training required every 5 years when training children under 9 years.	YES, if transporting	YES, if transporting	YES, if transporting	Cannot Transport	N/A
16 hours of in-service training required annually.	YES	YES	N/A	6 hours with-in first 12 months of employment	N/A

If you have earned a CDA, degree in Early Child Education, or have an active license to teach in Minnesota you may be exempt from the Child Growth and Development / Behavior Guidance pre-licensing training requirement. Call our office to confirm. *Minnesota Statute 245A.50*

All training must be completed before an employee can begin working in the licensed day care.

Effective July 1, 2014, all family child care license holders and each adult caregiver who provides care in the licensed family child care home for more than 30 days in any 12-month period shall complete and document at least six hours of approved training on supervising for safety before caring for children. *Minnesota Statute 245A.50*

Important Caregiver Clarification:

Licensed providers and Co-Applicants. Both the licensed provider and co-applicant are listed on the license. The licensed provider and co-applicant can be left alone with children for more than 30 days in a 12-month period. Both must meet training requirements, review and sign off on required forms (e.g. Drug & Alcohol), and each must have a “cleared” background study.

Adult Caregiver. An adult caregiver (assistant) works more than 30 days in a 12-month period, but cannot be left alone to care for children for more than 30 days in a 12-month period. The adult caregiver must be 18 years or older, meet the training requirements and have a “clear” background study.

Substitutes. A substitute caregiver is an adult who works less than 30 days in a 12-month period. The substitute must be 18 years or older, meet training requirements and have a “cleared” background study.

Helpers. A helper is an adolescent at least 13 years of age and less than 17 years of age who assists the provider. A helper cannot be delegated supervision responsibilities, or drive children. The helper must meet training requirements and have a “cleared” background study. A helper cannot be left alone with children and needs a provider or adult caregiver to be present in the home. A helper cannot be used in lieu of an adult caregiver when two infants are in care. Must complete 6 hours of training in the first twelve (12) months of employment (one time only).

Emergency Substitute. An emergency substitute is to be used only in case of an emergency. The emergency substitute must be 18 years or older, have a “clear” background study, and take SUIDs and AHT training before being used. It is required that every license holder have an emergency substitute. Neighbors, spouses, friends and parents of children in care are potential emergency substitute options.

