Instructions for Completing the Orientation & Annual Training Forms

Both of these forms must be completed **before** your Announced Inspection takes place. Your Licensing Specialist will review these completed forms as part of your Announced Inspection. **In order for your license to be renewed, these forms must be accurately completed before your Licensing Specialist arrives for your Announced Inspection.**

Orientation Training Form

1. At the top of the first page list the program's name and the date the form was completed.
2. In the 1st row list the first and last name of any new directors, caregivers, substitutes, or volunteers who started after your Announced Inspection last year. Up to five new people will fit on each page. If you have more than five new people, make additional copies of the 2nd page.
3. In the 2nd row write the date the person completed their orientation training.
4. In the 3rd row write the date the person began working with the children.
5. In the remaining rows, mark an "X" under “Yes” if the topic was included in the person's orientation training. Mark an "X" under “No” if the topic was not included in the person's orientation training.

Annual Training Form

1. A **separate** Annual Training Form(s) must be completed for **each** individual Director; Assistant Director; Caregiver; all substitutes who work an average of 10 hours a week or more, as averaged over any three month period; and all volunteers included in provider to child ratios. Staple each person's individual pages together, so there is one set of stapled pages for each person.
2. At the top of the first page, list the person's name. At the bottom of each page, number the pages for that person (based on the total number of pages for this person).
3. For each required annual training topic: enter the date of the training when that topic was covered, how many hours/minutes the training was, whether the training was face-to-face, and who the training was delivered by. If multiple required topics were covered at the same training, for the first topic covered at the training put the date, total hours/minutes of training, whether the training was face-to-face, and who the training was delivered by. On the rows for all of the other topics covered at that same training, put only the training date. Do not fill in the columns for hours/minutes of training, face-to-face, or who delivered the training.
4. For training in addition to the required annual training topics: enter the date of the training, how many hours/minutes the training was, whether the training was face-to-face, the name of the training or child care topic covered, and who the training was delivered by.
5. At the bottom of the each page, total the hour/minutes of training for all training classes on that page. If multiple topics were covered at the same training, the hours/minutes of that training would only be counted once.
6. If the first two pages do not have enough rows to include all of the trainings required to total 20 hours of training, make as many additional copies of the 3rd page as needed. Fill in the total training hours asked for at the bottom of each page, and make sure the pages are numbered
7. For training received from outside sources (for example: CCR&R, a Child Care Licensing training, conferences, workshops, or school classes), staple documentation of the training to the person's Annual Training Form. It can be either the original documentation/certificates, or a copy. The Licensing Specialists will **not** take these forms with them. They will leave them with you after they have reviewed them.

Additional copies of this form and instruction sheet can be downloaded from the Child Care Licensing website at: www.health.utah.gov/licensing