

Utah Department of Health, Child Care Licensing
Out of School Time Program Renewal Application, Staff Annual Training Form

Individual's Name: _____

Please follow the attached instructions when completing this form. This form documents required annual training topics and hours (20 hours, 10 of which must be face-to-face) which must be completed before the program's license expires. Attach to this form copies of all training documentation from outside sources (i.e. CCR&R, Child Care Licensing, Conferences, Workshops, school transcripts, etc.).

In order for the program's license to be renewed a copy of this form must be completed for each director, assistant director, and caregiver. This form must also be completed for each substitute who works an average of 10 hours per week or more. Your Licensor will review these completed forms as part of your Announced Inspection.

| Date of Training (mm/dd/yyyy) | Hours and/or Minutes of Training | | | Face to Face? | | | Topics Covered | Training Delivered By: | |
|--|-------------------------------------|--|-------|---------------|--|----|--|------------------------|--|
| | Hours | | Mins. | Yes | | No | | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Supervision and Ratios (R430-70-11) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Injury Prevention (R430-70-12) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Parent Notification and Child Security. (R430-70-13) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Child Health (430-70-14) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Child Nutrition (R430-70-15) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Infection Control (R430-70-16) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Medications (R430-70-17) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Napping (R430-70-18) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Child Discipline (R430-70-19) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Activities (R430-70-20) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Transportation, if the center provides transportation (R430-70-21) | | |
| / / | Hours | | Mins. | Yes | | No | Licensing Rules for Animals, if the center permits animals (R430-70-22) | | |
| / / | Hours | | Mins. | Yes | | No | | | |
| Total Hours & Mins. on this Page: | Hours | | Mins. | | | | | | |

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|---|-------------------------------------|--|-------|---------------|----|--|--|------------------------|
| | Hours | | Mins. | Yes | No | | | |
| / / | Hours | | Mins. | Yes | No | | The provider's current written policies and procedures | |
| / / | Hours | | Mins. | Yes | No | | The provider's current written emergency and disaster plan | |
| / / | Hours | | Mins. | Yes | No | | Child abuse and neglect signs and symptoms, and legal reporting requirements | |
| / / | Hours | | Mins. | Yes | No | | Principles of child growth and development, including development of the brain | |
| / / | Hours | | Mins. | Yes | No | | Positive guidance | |
| / / | Hours | | Mins. | Yes | No | | | |
| / / | Hours | | Mins. | Yes | No | | | |
| / / | Hours | | Mins. | Yes | No | | | |
| / / | Hours | | Mins. | Yes | No | | | |
| / / | Hours | | Mins. | Yes | No | | | |
| / / | Hours | | Mins. | Yes | No | | | |
| / / | Hours | | Mins. | Yes | No | | | |
| Total Hours & Mins. on this Page: | Hours | | Mins. | | | | | |
| Total Hours & Mins. Page 1 + Page 2: | Hours | | Mins. | | | | | |

If you need additional pages to document the required 20 hours of training, copy and use the additional page below.

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|---|-------------------------------------|--|-------|---------------|--|----|----------------|------------------------|
| | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| / / | Hours | | Mins. | Yes | | No | | |
| Total Hours & Mins. on this Page: | Hours | | Mins. | | | | | |
| Total Hours & Mins. Pages 1 + 2 + 3: | Hours | | Mins. | | | | | |