



Annual Training Form

Facility Name:		Facility ID:	
Individual's Name:			

Instructions for use:

- Use one form for each individual who is required to complete annual training. You can download the form, save a copy for each individual and then enter the information.
- Face to Face means training an individual attended in person. Interactive refers to an online course where an individual took a quiz, was able to ask questions, or directly interacted with an instructor
- For Licensed Family and Residential Certificate holders: At least half of your required training hours must be interactive or face to face.
- Your licensor will review these completed forms either as part of your Annual Announced Inspection or prior to your license expiration date.
- Enter minutes in 15 -minute increments and use their hour value (15min = .25, 30min = .50, 45min = .75). Ex. For a training that lasted 1 hour and 25 minutes, round the minutes to 30 and enter 1.50 hours.

REQUIRED TOPICS COVERED	Date of Training	Interactive or Face-to-Face	Non Interactive or Non Face-to-Face	Training Given By:
CCL Rules Section 7: Personnel and Training Requirements				
CCL Rules Section 8: Background Checks				
CCL Rules Section 9: Facility				
CCL Rules Section 10: Ratios and Group Size				
CCL Rules Section 11: Child Supervision and Security				
CCL Rules Section 12: Child Guidance and Interaction				
CCL Rules Section 13: Child Safety and Injury Prevention				
CCL Rules Section 14: Emergency Preparedness and Response				
CCL Rules Section 15: Health and Infection Control				
CCL Rules Section 16: Food and Nutrition				
CCL Rules Section 17: Medications				
CCL Rules Section 18: Activities				
CCL Rules Section 19: Play Equipment				
CCL Rules Section 20: Transportation				
CCL Rules Section 21: Animals				
CCL Rules Section 22: Rest and Sleep				
CCL Rules Section 23: Diapering				
CCL Rules Section 24: Infant and Toddler Care				
TOTAL Hours and Minutes on this Page:				

REQUIRED ADDITIONAL TOPICS COVERED	Date of Training	Interactive or Face-to-Face	Non Interactive or Non Face-to-Face	Training Given By:
Disaster Preparedness, Response and Recovery				
Pediatric First Aid and Cardio Pumonary Resuscitation (CPR)				
Children with Special Needs				
Safe Handling and Disposal of Hazardous Materials				
Prevention, Signs and Symptoms of Child Abuse and Neglect				
Principles of Child Growth and Development				
Prevention of Shaken Baby Syndrome and Abusive Head Trauma, and Coping with Crying Babies				
Prevention of Sudden Infant Death Syndrome (SIDS) and the use of Safe Sleeping Practices				
Recognizing the Signs of Homelessness and Available Assistance				
Other Training Topics:				
TOTAL Hours and Minutes on this Page:				

