

License holder: _____

Name: _____

TRAINING RECORD
LICENSEHOLDER/CO-APPLICANT/SECOND ADULT

Role in Program: _____

								Pre-Service		Pre-Service			
SUID (Full 1-hour course every 2 years, approved videos in off year)		Abusive Head Trauma (Full 1-hour course every 2 years, approved videos in off year)		Pediatric CPR (every two years and 90 days)		Pediatric First Aid (every two years and 90 days)		Four hours of training: <ul style="list-style-type: none"> 4-hour course in both KCF I and II C or; 2-hour KCF I course and 2-hour KCF II C or; Two 2-hour courses in KCF IIC Date done:		<i>Supervising for Safety</i> prior to caring for children Date done:		B.E.S.T. Basic Education for Safe Travel (every five years)	
Child Development & Learning/ Behavior Guidance (KCF I or II C) (annually)		Active Supervision or Health & Safety I or II (annually) Health & Safety I and II must be taken every five years											
Taken	Due	Taken	Due	Taken	Due	Taken	Due	Taken	Due	Taken	Due	Taken	Due

Annual In-service Hours (16 hours required): _____

Date completed: _____

Health and Safety I due _____

Health and Safety II due _____

Alcohol & Drug Policy Training	
Training in Allergy Prevention and Response for Children in Care	
Emergency Preparedness Plan Training	

Role	Definition
Licenseholder and co-applicant	An adult (or adults, if there are co-license holders) who is legally responsible for the operation of the family child care program. All license holders are listed on the license. The license holder is the primary caregiver.
Second adult caregiver	An adult who provides care in the program along with the license holder for more than 500 hours annually. NOTE: Adult caregivers who provide care in the program along with the license holder for 500 or fewer hours annually are required to take the same trainings as those required for a substitute.

Anoka County 2025 Overview of Family Child Care Training Requirements

	REQUIRED TRAINING	LICENSEHOLDER AND CO-APPLICANT	SECOND ADULT CAREGIVER	SUBSTITUTES (AND ADULTS ASSISTING WITH CARE FEWER THAN 500 HRS/YEAR)	TEENAGE HELPER
Pre-licensure	Orientation	Yes			
	Step 2 Online Class	Yes	Yes		
Annually (full class every two years, videos in off year)	Sudden Unexpected Infant Death (SUID) (if caring for an infant)	Yes	Yes	Yes	Yes
	Abusive Head Trauma (AHT) (if caring for children under age 5)	Yes	Yes	Yes	Yes
Every 2 years and 90 days (CPR must include techniques for infants/toddlers)	Pediatric CPR Training	Yes	Yes	Yes	
	Pediatric First Aid	Yes	Yes	Yes	
Every 5 years	B.E.S.T. Basic Education for Safe Travel	Yes, if placing child under 8 in a restraint or transporting	Yes, before placing child under 8 in a restraint	Yes, before placing child under 8 in a restraint	Cannot transport
4 hours pre-licensure, 2 hours KCF I or KCF II.C annually	Child Development & Learning (KCF I)/Behavior Guidance (KCF II.C)	Yes	Yes		
Pre-licensure (6 or 8 hours) 2 hours annually Every 5 years	Supervising for Safety	Yes	Yes		
	Active Supervision	Yes	Yes		
	Health & Safety I and II	Yes	Yes		
Every 3 years	Basics of Licensed Family Child Care for Substitutes			Yes	
Before providing care	Alcohol and Drug Policy Training	Yes	Yes	Yes	
Before providing care	Emergency Preparedness Plan Training	Yes	Yes	Yes	
Before providing care	Allergy prevention and response for children Training	Yes	Yes	Yes	
Annually	In-service hours (including required course hours)	Yes, 16 hours	Yes, 16 hours		Yes, 6 hours

