



Child Care Center Renewal Application, Staff Annual Training Form

(Please use blue or black ink only)

Individual's Name:

Please follow the attached instructions when completing this form. This form documents required annual training topics and hours (20 hours each year based on centers's license date, 10 of which must be face-to-face) which must be completed before the center'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 center'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	Licensing Rules for Supervision and Ratios (R430-100-11)		
	Hours		Mins	Yes		No	Licensing Rules for Injury Prevention (R430-100-12)		
	Hours		Mins	Yes		No	Licensing Rules for Parent Notification and Child Security (R430-100-13)		
	Hours		Mins	Yes		No	Licensing Rules for Child Health (R430-100-14)		
	Hours		Mins	Yes		No	Licensing Rules for Child Nutrition (R430-100-15)		
	Hours		Mins	Yes		No	Licensing Rules for Infection Control (R430-100-16)		
	Hours		Mins	Yes		No	Licensing Rules for Medications (R430-100-17)		
	Hours		Mins	Yes		No	Licensing Rules for Napping (R430-100-18)		
	Hours		Mins	Yes		No	Licensing Rules for Child Discipline (R430-100-19)		
	Hours		Mins	Yes		No	Licensing Rules for Activities (R430-100-20)		
	Hours		Mins	Yes		No	Licensing Rules for Transportation (R430-100-21)		
	Hours		Mins	Yes		No	Licensing Rules for Animals (R430-100-22)		
	Hours		Mins	Yes		No	Licensing Rules for Diapering (R430-100-23)		
	Hours		Mins	Yes		No	Licensing Rules for Infant and Toddler Care (R430-100-24)		
Total Hours & Min. On this page:	Hours		Mins						

