



Hourly 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 (10 hours, 5 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 (R430-60-11)		
						Licensing Rules for Injury Prevention (R430-60-12)		
						Licensing Rules for Parent Notification and Child Security (R430-60-13)		
						Licensing Rules for Child Health (R430-60-14)		
						Licensing Rules for Child Nutrition (R430-60-15)		
						Licensing Rules for Infection Control (R430-60-16)		
						Licensing Rules for Medications (R430-60-17)		
						Licensing Rules for Napping (R430-60-18)		
						Licensing Rules for Child Discipline (R430-60-19)		
						Licensing Rules for Activities (R430-60-20)		
						Licensing Rules for Transportation (R430-60-21)		
						Licensing Rules for Animals (R430-60-22)		
						Licensing Rules for Diapering (R430-60-23)		
						Licensing Rules for Infant and Toddler Care (R430-60-24)		
Total Hours & Min. On this page:								

