

Annual Training Form

Facility ID: _____

Individual's Name: _____

- Use one form for each individual who is required to complete annual training.
- **Face to Face** means training the individual attended in person. Submit copies of all face-to-face training documentation that is not available on the **URPD Training Registry**.
- At least half of your required training hours must be face to face.
- Your licensor will review these completed forms as part of your **Annual Announced Inspection**.
- 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.

Topics Covered	Date of Training mm/dd/yyyy	Face to Face Hrs	Non Face to Face Hrs	Training Delivered By:
Personnel and Training Requirements (CCL Rules Section 7)				
Background Checks (CCL Rules Section 8)				
Facility (CCL Rules Section 9)				
Ratios and Group Size (CCL Rules Section 10)				
Child Supervision and Security (CCL Rules Section 11)				
Child Guidance and Interaction (CCL Rules Section 12)				
Child Safety and Injury Prevention (CCL Rules Section 13)				
Emergency Preparedness and Response (CCL Rules Section 14)				
Health and Infection Control (CCL Rules Section 15)				
Food and Nutrition (CCL Rules Section 16)				
Medications (CCL Rules Section 17)				
Activities (CCL Rules Section 18)				
Play Equipment (CCL Rules Section 19)				
Transportation (CCL Rules Section 20)				
Animals (CCL Rules Section 21)				
Rest and Sleep (CCL Rules Section 22)				
Diapering (CCL Rules Section 23)				
Total Hrs. & Min. on this page:				

Topics Covered	Date of Training mm/dd/yyyy	Face to Face hrs	Non Face to Face Hrs	Training Delivered By:
Infant and Toddler Care (CCL Rules Section 24)				
Additional Training Topics Covered				
Preventing shaken baby syndrome, abusive head trauma, and coping with crying babies				
Preventing SIDS and use of safe sleeping practices				
Recognizing the signs of homelessness and available assistance				
Principles of child growth and development, including brain development				
Positive guidance				
Signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting				
Review of the Department approved provider's Health and Safety Plan				
Additional Child-Related Training Topics				
Total Hrs. & Min. on this page:				

Topics Covered	Date of Training mm/dd/yyyy	Face to Face hrs	Non Face to Face Hrs	Training Delivered By:	
Total Hours on this page:					Total Annual Hours Completed: (face to face + non face to face) <hr/>
Total Hours from page 1:					
Total Hours from page 2:					