

Name: _____

Facility: _____

Annual Training Due Date: _____

Staff Annual Training

Form Updated 5/11/2017

General Clock Hour Requirements

- A.) Each caregiver must obtain at least 24 clock-hours of training each year.
 B.) Up to 80% of the annual training (19 clock-hours) may be obtained from self-instructional training.
 C.) The 24 clock-hours of annual training are exclusive of any requirements for orientation; pre-service; CPR & First Aid Training; Transportation Safety Training; and high school child care work study classes.

| Trainings Assigned/Taken | Date Taken | Clock Hours | Category Type (x) | | | | (ITC) Category Search Code |
|--------------------------|------------|-------------|-------------------|-------|---------|-------|----------------------------|
| | | | 4 Main | Abuse | SIDS... | Other | |
| SAMPLE TRAINING | 05/11/2017 | 2 | X | | | | TX-AN-CG |
| 1.) _____ | | | | | | | |
| 2.) _____ | | | | | | | |
| 3.) _____ | | | | | | | |
| 4.) _____ | | | | | | | |
| 5.) _____ | | | | | | | |
| 6.) _____ | | | | | | | |
| 7.) _____ | | | | | | | |
| 8.) _____ | | | | | | | |
| 9.) _____ | | | | | | | |
| 10.) _____ | | | | | | | |
| 11.) _____ | | | | | | | |
| 12.) _____ | | | | | | | |
| 13.) _____ | | | | | | | |
| 14.) _____ | | | | | | | |
| 15.) _____ | | | | | | | |
| 16.) _____ | | | | | | | |
| 17.) _____ | | | | | | | |
| 18.) _____ | | | | | | | |
| 19.) _____ | | | | | | | |
| 20.) _____ | | | | | | | |
| 21.) _____ | | | | | | | |
| 22.) _____ | | | | | | | |
| 23.) _____ | | | | | | | |
| 24.) _____ | | | | | | | |

Did this person take at least 6 hours of training from one of the 4 main Categories? (y/n): _____

Did this person take at least 1 hour of child abuse and neglect training? (y/n): _____

If this caregiver is working with children younger than 24 months, did they take 1 hour SIDS/Shaken Baby/Brain Dev.? (y/n): _____

This form was created for your convenience to help you better track all of your staff's annual training requirements. Feel free to contact us with any suggestions you may have to improve this form. Also, feel free to contact us with any questions you may have about our child care trainings and training partnerships. you can contact us at:

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