

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Annual Training Due Date: \_\_\_\_\_

# Director Annual Training

Form Updated 5/19/2017

## General Clock Hour Requirements

- A.) Each caregiver must obtain at least 30 clock-hours of training each year.
- B.) Up to 80% of the annual training (24 clock-hours) may be obtained from self-instructional training.
- C.) The 30 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
			5 Main	Abuse	SIDS...	Other	Mgmt	
SAMPLE TRAINING	05/11/2017	2	X					TX-AN-CG
1.)								
2.)								
3.)								
4.)								
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27.)								
28.)								
29.)								
30.)								

Did this director take at least 6 hours of training from one of the 5 main Categories? (y/n): \_\_\_\_\_

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

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

Did this director complete Program Administration training? (y/n): \_\_\_\_\_

(Less than 5 yrs experience = 6 hrs training, More than 5 Yrs experience = 3 hrs training)

*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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