

Caregiver: \_\_\_\_\_

Child Care Home: \_\_\_\_\_

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

# Caregiver Annual Training

Form Updated 6/09/2017

## General Clock Hour Requirements

- A.) Registered Homes:** Each caregiver must obtain at least 15 clock-hours of training each year.
- B.) Licensed Homes:** Each caregiver must obtain at least 24 clock-hours of training each year.
- C.)** Up to 80% of the annual training may be obtained from self-instructional training.  
 - That's 12 clock-hours for Registered Homes and 19 clock-hours for Licensed Homes.
- D.)** Annual training is exclusive of any requirements for orientation; 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	SIDS...	Other	
SAMPLE TRAINING	05/11/2017	2	X			TX-HA-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): \_\_\_\_\_

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:*

**Impact Training Center, LLC**, Attn: Scott Kolpien, 715-258-2448, [scott.kolpien@impacttrainingcenter.net](mailto:scott.kolpien@impacttrainingcenter.net)