

Primary Caregiver: _____

Child Care Home: _____

Annual Training Due Date: _____

Primary Caregiver Annual Training

Form Updated 6/09/2017

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 Hours) may be obtained from self-instructional training.
 C.) The 30 clock-hours of annual training are 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
			5 Main	SIDS...	Other	Admin	
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 Primary Caregiver take at least 6 hours of training from one of the 4 main Categories? (y/n): _____

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

Did this Primary Caregiver complete Program Administration training? (y/n): _____
(5 or less 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 Primary Caregiver'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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