



### Self-Study Information

Date	Title of Training	Source (video, book, periodical)	Self-study Hours (maximum 3 hours per year)	No. of Child Development Hours	No. of Management Hours

### Registered Topics Annually

Indicate that the required training hours for each topic were completed by checking off the box:

At least six clock hours of the annual training hours **must** be in one or more of the following topics:

- (1) Child growth and development;
- (2) Guidance and discipline;
- (3) Age-appropriate curriculum; and
- (4) Teacher-child interaction.

For child care center directors:

- (5) Serving children with special care needs.

At least one clock hour of the annual training hours must focus on prevention, recognition, and reporting of child maltreatment, including:

- (1) Factors indicating a child is at risk for abuse or neglect;
- (2) Warning signs indicating a child may be a victim of abuse or neglect;
- (3) Procedures for reporting child abuse or neglect; and
- (4) Community organizations that have training programs available to employees, children, and parents.

If a caregiver provides care for children younger than 24 months of age, one clock hour of the annual training hours **must** cover the following topics:

- Recognizing and preventing shaken baby syndrome and abusive head trauma;
- Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and
- Understanding early childhood brain development.

The annual training hours **must** also include training on the following topics:

- Emergency preparedness;
- Preventing and controlling the spread of communicable diseases, including immunizations;
- Administering medication, if applicable, including compliance with §746.3803 of this chapter (relating to What authorization must I obtain before administering a medication to a child in my care?);
- Preventing and responding to emergencies due to food or an allergic reaction;
- Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic; and
- Handling, storing, and disposing of hazardous materials including compliance with §746.3425 of this chapter.
- The remaining annual training hours must be in one or more of the following topics:

1. Care of children with special needs;
2. Child health (for example, nutrition, and physical activity);
3. Safety;
4. Risk management;
5. Identification and care of ill children;
6. Cultural diversity for children and families;
7. Professional development (for example, effective communication with families and time and stress management);
8. Topics relevant to the particular age group the caregiver is assigned (for example, caregivers assigned to an infant or toddler group should receive training on biting and toilet training);
9. Planning developmentally appropriate learning activities;
10. Observation and assessment;
11. Attachment and responsive care giving; and
12. Minimum standards and how they apply to the caregiver.

### Required Topics Annually

#### Directors:

- (1) Five or fewer years of experience as a designated director of a child care center must complete at least six clock hours of the annual training hours in management techniques, leadership, or staff supervision;
- (2) More than five years of experience as a designated director of a child care center must complete at least three clock hours of the annual training hours in management techniques, leadership, or staff supervision.

#### Before Transporting Children:

- An employee and directors must complete **two hours** of annual training on transportation safety in order to transport a child whose chronological or development age is younger than nine years old. This training is in addition to other required training hours. The employee must obtain these two hours of transportation safety training prior to transporting children.

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