



Licensed Family Child Care  
**Provider Training Record**

Name: \_\_\_\_\_  
(Form to be completed for every individual associated with your program)

Training Year: \_\_\_\_\_  
(12-month calendar year)

Check one:  Provider  Adult Caregiver  Helper  Substitute

**During the calendar year, you will need the following training to remain in compliance with Minnesota Statute 142B.70.  
16 hours are required annually for adult caregivers who provide care for 500 hours or more annually.  
KCF = Knowledge and Competency Framework area.**

Title of Training	KCF	Training Information	How Often	Date Completed	Hours
Active Supervision Training*		2 hours	Annually		
Basics of Licensed Family Child Care for Substitutes		Required only for substitute or adult caregivers who work less than 500 hours annually	Every 3 years		
Child Passenger Restraint (B.E.S.T)		Only if transporting children under age 9	Every 5 years		
Early Childhood Dev. & Behavior Guidance*	I or II C	2 hours minimum	Annually		
Health & Safety I* for Family Child Care		Can count as supervision class	Every 5 years		
Health & Safety II* for Family Child Care		Can count as supervision class	Every 5 years		
Pediatric CPR**			Every 2 years		
Pediatric First Aid**			Every 2 years		
SUID/Abusive Head Trauma (AHT)		In-person or online training	Every 2 years		
SUID/Abusive Head Trauma (AHT)		4 videos – SUID/AHT certified training	Off year		1

\*NOT a requirement for adult caregivers, helpers, or substitutes who work less than 500 hours annually.

\*\*Not a requirement for helpers.

\*\*Needs to be taken every 2 years within 90 days of the date the training was previously taken.

**Additional Required Training for Providers and Caregivers**

Title/Description of Training	Date Completed	Hours