

Training Requirements for Licensed Family Child Care Providers

March 2018

Training requirements for licensed family child care providers are critical in promoting a minimum level of health, safety, supervision and quality in child care. There are two types of training requirements – initial training requirements and ongoing training requirements. This fact sheet provides information about training requirements for licensed family child care providers that are set forth in current law (see [Minnesota Statutes, section 245A.50](#)). Requirements related to caregiver definitions and use of substitutes are in [Minnesota Rules, parts 9502.0315 and 9502.0365](#).

Who needs to complete training requirements?

Training requirements vary depending on a person’s role with a family child care program. The table below outlines common roles in a family child care program. Additionally, training requirements can vary depending on the ages of children in care and whether the family child care program transports children.

Role	Definition
License holder & co-license holder	An adult (or adults) who is legally responsible for the operation of the family child care program. All license holders are listed on the license. The licensed provider is the “primary caregiver.”
Adult caregiver	An adult who provides care in the program. An adult caregiver may be used as a second adult caregiver on an unlimited basis. An adult caregiver is not required to be a license holder or a co-license holder.
Substitute	An adult caregiver who assumes responsibility for providing care in the license holder’s absence for more than 30 hours, but no more than 30 days, in any 12-month period.
Emergency substitute	An adult caregiver who assumes responsibility for providing care in the license holder’s absence for less than 30 hours in any 12-month period.
Helper	A person at least 13 years of age and less than 18 years of age who assists the provider with the care of children.

Initial Training Requirements

Minnesota law requires licensed family child care providers and other caregivers to take initial training before caring for children and/or licensure. Initial training provides caregivers with knowledge and skills to provide a healthy and safe environment for the children in care.

	License holder & co-license holder	Adult caregiver	Substitute	Emergency substitute	Helper
Supervising for Safety for Family Child Care (six hour course)	Yes, before licensure	Yes, before caring for children if you provide care for more than 30 days in any 12-month period	No	No	No
Child development and learning and behavior guidance* (4 hours)	Yes, before licensure	Yes, before caring for children if you provide care for more than 30 days in any 12-month period	No	No	No
First aid & Cardiopulmonary resuscitation (CPR)	Yes, before licensure	Yes, if there is no other caregiver trained in first aid & CPR present in the home	Yes, if there is no other caregiver trained in first aid & CPR present in the home	No	No
Child passenger restraint (if transporting a child under the age of 9)	Yes, before licensure if you plan to transport children	Yes, if you transport children or place children in passenger restraints			
Sudden unexpected infant death (SUID)	Yes, before being licensed to care for infants	Yes, before caring for infants			
Abusive head trauma (AHT)	Yes, before being licensed to care for infants and/or children under school age	Yes, before caring for infants and/or children under school age			

*See [Minn. Stat. 245A.50, subd. 2 \(b\)](#) for information about exemptions.

Ongoing Training Requirements

Minnesota law also requires licensed family child care providers and other caregivers to complete training on an ongoing basis. Ongoing training ensures that providers and caregivers continue to develop knowledge and skills regarding minimum health and safety standards, as well as promotes ongoing professional development. While many of the ongoing training requirement topics are specified, providers and primary caregivers have the flexibility to take some of the annually required hours of in-service training on a variety of different topics.

		License holder & co-license holder	Adult caregiver	Substitute	Emergency substitute	Helper
Annually	Active Supervision (2 hours)	Yes	Yes, if you provide care for more than 30 days in any 12-month period	No	No	No
	Child development and learning OR behavior guidance (2 hours)	Yes	Yes, if you provide care for more than 30 days in any 12-month period	No	No	No
	Sudden unexpected infant death (SUID)	Yes, if caring for an infant (Training must first be completed in a classroom or via an on-line training. On the off year, the training can be completed by watching approved videos.)				
	Abusive head trauma (AHT)	Yes, if caring for infants and/or children under school age (Training must first be completed in a classroom or via an on-line training. On the off year, the training can be completed by watching approved videos.)				
	In-service training requirements	Yes, 16 hours (includes required training course hours)	Yes, 16 hours, if you provide care for more than 30 days in any 12-month period	No	No	Yes, 6 hours within first year of service
Every 2 years	First aid & Cardiopulmonary resuscitation (CPR)	Yes	Yes, if you provide care for more than 30 hours in any 12-month period and there is no other caregiver trained in first aid and CPR present in the home	Yes, if there is no other caregiver trained in first aid and CPR present in the home	No	No
Every 5 years	Health and Safety I*	Yes	Yes, if you provide care for more than 30 days in any 12-month period	No	No	No
	Health & Safety II*	Yes	Yes, if you provide care for more than 30 days in any 12-month period	No	No	No
	Child passenger restraint	Yes, if you transport children or place children in passenger restraints				

* When completed, this training counts for the Active Supervision requirement for that year.

What does “annually” mean?

In 2017, the definition of “annual” was modified for the purposes of training requirements to allow for the completion of annual training requirements within the one year period following the license effective date, or the one year period following the anniversary of the license effective date.

Example: The family child care license is effective from March 1, 2018, until February 28, 2020. The License Holder completes the 2-hour Active Supervision training during year 1 of the license on January 3, 2019. During year 2 of the license, the License Holder completes the course on February 25, 2020. The License Holder is in compliance.

What about trainings not required on an annual basis?

Some trainings are required every 2 years or every 5 years. For those trainings, the caregiver must “repeat” the training by the relevant anniversary date of the completed training.

Example: The Adult caregiver completed first aid & CPR training on April 1, 2016. The Adult caregiver must complete first aid and CPR training again by April 1, 2018 (if there is no other caregiver trained in first aid & CPR present in the home).

Resources

For more information about upcoming in-person and online training opportunities, please visit Develop (<https://www.developtoolmn.org>), Minnesota’s Quality Improvement and Registry Tool.

For more information about recent licensing changes (including additional information about Health and Safety I and II), please review the Implementation Plan for [2017 Legislative Changes Impacting Licensed Family Child Care](#) (available at <https://tinyurl.com/mnfamilychildcare>).