

approved in-service training, or 10-clock-hours of equivalent training, as determined by the department.

Annual in-service training must be completed during the state's fiscal year beginning July 1 and ending June 30, in any of the following areas:

1. Health and safety, including universal precautions;
2. Infant and/or child CPR*;
3. First Aid (this training may only be taken to meet the in-service requirement once every 3 yrs.);
4. Nutrition;
5. Child development – typical and atypical;
6. Child transportation and safety;
7. Behavior management;
8. Working with families;
9. Design and use of child oriented space;
10. Community, health and social service resources;
11. Child abuse;
12. Child care for multilingual children;
13. Working with children with disabilities in child care;
14. Safety in outdoor play;
15. Literacy;
16. Guidance and discipline;
17. Computer technology;
18. Leadership development/program management and staff supervision;
19. Age appropriate lesson planning;
20. Homework assistance;
21. Food Safety training;
22. Developing special interest centers/spaces and environments; or
23. Other course areas relating to child care or child care management.

This record, including the log on the following page, must be maintained in the employee's file for the purpose of documenting in-service training. The log must be completed in its entirety and copies of supporting documents (i.e., certificates, diplomas, agendas) must be attached. NOTE: Supporting documentation is not required for state approved courses taken as in-service training. The signature of the trainer is sufficient to document course attendance.