



## IN-SERVICE TRAINING RECORD CHILD CARE FACILITY

### **402.305(2)(d)4., Florida Statutes, states:**

On an annual basis in order to further their child care skills and, if appropriate, administrative skills, child care personnel who have fulfilled the requirements for the child care training shall be required to take an additional 1 continuing education unit of 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.

In-service training hours used to meet the 10-hour in-service requirement may be earned in a variety of ways such as participation at national, state, or local conferences relating to children; specialized workshops; or completion of a course from Part II of the Introductory Child Care Training provided by the Training Coordinating Agency.

\*CPR courses must include an on-site instructor-based skills assessment that shall be documented by the certified CPR instructor.

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**Employee Name:** \_\_\_\_\_  
**July 1, 20\_\_ through June 30, 20\_\_**

A new log is required each fiscal year (July 1-June 30) for the purposes of documenting annual in-service training and copies of supporting documents (i.e., certificates, training transcripts, diplomas, agendas) must be attached. Additional copies of this log may be printed as needed.

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.

Date	Subject	Agency and Trainer	# Of Hrs (or CEU)	Signature of Trainer or Signature of Director/Owner/Operator