

Actual document available at:
<http://www.dcf.state.fl.us/childcare/docs/TrainingRequirements.pdf>
8/19/05

**10-Hour
Annual
In-Service
Training**

Following successful completion of the 40-Clock-Hour Introductory Child Care Training, child care facility personnel are required to complete a minimum of 10-clock-hours of in-service training annually during the State's fiscal year beginning July 1 and ending June 30. In order to provide flexibility, a broad range of subject areas have been recognized as meeting this requirement. There are no mandated courses for this training - training on any of the following topics are acceptable:

- + ■ Health and safety, including universal precautions;
 - + ■ CPR;
 - + ■ First aid;* **+ Courses offered by Safety Services**
 - Nutrition;
 - Child development; typical and atypical;
 - + ■ Child transportation and safety;
 - Behavior management;
 - Working with families;
 - Design and use of child oriented space;
 - Community, health and social service resources;
 - + ■ Child abuse;
 - Child care for multilingual children;
 - Working with children with disabilities in child care;
 - Outdoor play safety;
 - Guidance and Discipline;
 - Computer Technology;
 - Leadership development/program management and staff supervision;
 - Age appropriate lesson planning;
 - Homework assistance for school-age care;
 - Developing special interest centers/spaces and environments;
 - + ■ Literacy; or
 - Other course areas relating to child care or child care management.
- *May be taken only once every 3 years to meet the in-service requirement.



5-Hour Early Literacy Requirement: Child care facility personnel, one time only, must complete 0.5 continuing education unit of approved training or 5 clock hours of equivalent training, as determined by the department, in early literacy and language development of children from birth to 5 years of age. For a list of approved programs, in addition to the department's on-line course, please visit the child care training website at www.myflorida.com/childcare/training.

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

Documentation: Completion of the 10-hour in-service training is documented on the Department's "Child Care In-Service Training Record" (Form CF-FSP 5268). The training record must be signed by the child care facility trainer or director. Any supporting documents regarding training, such as certificates, diplomas, agendas, etc. should be attached to the form. Child Care Licensing staff will review personnel records to ensure training is being taken in the appropriate training areas.