



# CHILD CARE FACILITY TRAINING REQUIREMENTS

## Child Care Standards

[65C-22.001\(6\)](#), Florida Administrative Code

All child care personnel are required to complete **40 hours** of mandated training and must meet the early literacy, First Aid and Pediatric CPR, Safe Sleep/Shaken Baby Syndrome and Fire Extinguisher training requirements.

## Important Timeframes

### Introductory Training

Child care personnel must begin training **within the first 90 days** of employment in the child care industry by:

- starting a Part I or Part II course,
- taking a child care competency exam, *or*
- earning an educational exemption.



Within First 90 Days of Employment

All of the 40-hour required training **must be completed one (1) year** from the date the training began. Child care personnel must pass [competency exams](#) for the 40 hours of training to demonstrate their competency or receive an [educational exemption](#).



One (1) Year From Date Training Began

All child care personnel must complete 5 hours of literacy training **within one (1) year** of employment in the child care industry, through approved instructor-led, online course or college course.



Within One (1) Year of Employment

### Additional Required Training

#### Fire Extinguisher Training

All staff must complete training in the use and operation of a fire extinguisher. This training is not offered by the Department.



Within First 30 Days of Employment

#### Safe Sleep/Shaken Baby Syndrome Training

Child care personnel, including substitutes and volunteers, who work in a facility that offers care to infants must have training regarding guidance on safe sleep practices and preventing shaken baby syndrome.

**Note: By October 2019, all child care staff must have current First Aid and Pediatric Cardiopulmonary Resuscitation (CPR) training.**

# 40 Hour Introductory Training

The required 40 hour introductory training requirement is divided into two parts:

## Part I (30 Hours)

All child care personnel must complete the following **30** hours of training:

- Child Care Facility Rules and Regulations (RNRF – 6 hours)
- Health Safety and Nutrition (HSAN – 8 hours)
- Identifying and Reporting Child Abuse and Neglect (CAAN – 4 hours)
- Child Growth and Development (CGDR – 6 hours)
- Behavioral Observation and Screening (BOSR – 6 hours)



How to register for [instructor-led](#) and [online](#) courses



[Register](#) for courses

## Part II (10 Hours)

All child care personnel must complete **10** hours of training from the following courses:

- Understanding Developmentally Appropriate Practices (UDAP – 5 hours)  
**AND one (1)** of the following:
  - Infant and Toddler Appropriate Practices (ITPR – 5 hours)
  - Preschool Appropriate Practices (PSPR – 5 hours)
  - School-Age Appropriate Practices (SAPR – 5 hours)

### **OR**

- Special Needs Appropriate Practices (SNP – 10 hours)

*Note: Training is available online or instructor-led.*

## Additional Required Training

### Early Literacy

All child care personnel must complete a minimum of five clock hours or .5 CEU in one of the following ways:

One of the Department's web based courses:

- Early Literacy Birth to Three, or
- Emergent Literacy for VPK Instructors

### **OR**

An [approved](#) literacy course

### **OR**

One college level early literacy course (for credit or non-credit) if taken within the last five years.

### Safe Sleep/Shaken Baby Syndrome

All child care personnel who work in a facility that offers care to infants must complete one of the following:

- DCF Health, Safety and Nutrition (HSAN – 8 hours)

### **OR**

- DCF Safe Sleep Practices for Child Care (SAFE – 1 hour)

### **OR**

- Early Learning Florida's Safe Sleep Practices (SPELFL – 1 hour)

## Annual In-service Training

July 1 – June 30

Upon completion of Part I and II introductory training requirements, child care personnel must complete a minimum of 10 hours or 1.0 [Continuing Education Unit \(CEU\)](#) of in-service training during the state's fiscal year beginning July 1 and ending June 30. *Note: College courses concentrating on children ages birth through twelve will be accepted.* Documentation of the in-service training must be recorded on the [CF-FSP Form 5268](#) and included in the child care facilities' personnel records.