

## In-Service Training Record

### Child Care Facility/Family Day Care Home/Large Family Child Care Home

**402.305(2)(d)3., 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.

**402.313(5), Florida Statutes states:**

In order to further develop their child care skills and, if appropriate, their administrative skills, operators of family day care homes shall be required to complete 1 continuing education unit of approved training or 10 clock hours of equivalent training, as determined by the department, annually.

**402.3131(4), Florida Statutes states:**

In order to further develop their child care skills and, if appropriate, their administrative skills, operators of large family child care homes who have completed the required introductory course shall be required to complete an additional 1 continuing education unit of approved training or 10 clock hours of equivalent training, as determined by the department, annually.

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. 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. Outdoor play safety;
15. Guidance and Discipline;
16. Computer Technology;
17. Leadership development/program management and staff supervision;
18. Age appropriate lesson planning;
19. Homework Assistance;
20. Developing special interest centers/spaces and environments;
21. Literacy; or
22. 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 module from Part II of the Introductory Child Care Training provided by the Training Coordinating Agency.

**In-Service Training Record**  
**Child Care Facility/Family Day Care Home/Large Family Child Care Home**  
**Employee Name: \_\_\_\_\_**

**July 1, 200\_ through June 30, 200\_**

A new log is required each 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