

# Roadmap to Completing Child Care Facility Training Requirements

Welcome! Use this training roadmap as a guide to completing child care training requirements.



## Helpful Resources to Keep You on the Right Track

DCF Child Care Training Requirements:

[www.myflfamilies.com/childcaretraining](http://www.myflfamilies.com/childcaretraining)

Training & Registry Login:

[childcare-training.myflfamilies.com](http://childcare-training.myflfamilies.com)

- Register for courses, exams, and set your career goals!

Contact Us:

Child Care Training Information Center: 1-888-352-2842

Name: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

### WITHIN FIRST 30 DAYS OF EMPLOYMENT:

☐ My 30 day deadline: \_\_\_\_\_

**Fire Extinguisher Training:** You must complete training in the use and operation of a fire extinguisher. DCF's Child Care Personnel Orientation Course (5 hours) provides general information on this topic that may be used to supplement a facility specific training offered by the child care provider.

**Safe Sleep/Shaken Baby Syndrome Training:** If you work in a facility that offers care to infants, you must have training regarding guidance on safe sleep practices and preventing shaken baby syndrome.

- DCF Health, Safety and Nutrition (8 hours)
- OR
- DCF Safe Sleep Practices for Child Care (1 hour)
- OR
- Early Learning Florida's Safe Sleep Practices (1 hour)

### WITHIN FIRST 90 DAYS OF EMPLOYMENT:

☐ My 90 day deadline: \_\_\_\_\_

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

- starting a Part I or Part II course (40-hour required training),
- taking a child care competency exam, or
- earning an educational exemption

### WITHIN 1 YEAR OF EMPLOYMENT:

☐ My 1 year (employment) deadline: \_\_\_\_\_

**Early Literacy:** Complete 5 hours of literacy training through one of the following:

- Early Literacy for Children Birth to Three (5 hours) online course
- Emergent Literacy for Voluntary Pre-Kindergarten Instructors (5 hours) online course
- One of the department's approved literacy training courses
- One college level early literacy course (for credit or non-credit) if taken within the last five years

### 1 YEAR AFTER STARTING TRAINING

☐ My 1 year (training) deadline: \_\_\_\_\_

All the 40-hour required training must be completed one year from the date your training began. You must pass competency exams for the 40 hours of training or receive an educational exemption.

#### PART I (30 hours)

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

#### PART II (10 HOURS)

- Understanding Developmentally Appropriate Practices (5 hours)

**AND one (1) of the following:**

- o Infant and Toddler Appropriate Practices (5 hours)
- o Preschool Appropriate Practices (5 hours)
- o School-Age Appropriate Practices (5 hours)

OR

- Special Needs Appropriate Practices (10 hours)

### ADDITIONAL TRAINING TIMEFRAMES

**Prior to Caring for Children:** You are required to be educated on your facility's exposure plan regarding standard precautions for children before beginning to work and annually thereafter.

**Prior to Providing Medication or Transportation:** You are required to complete mandatory training before providing transportation or administering medication to children.

**Annual In-Service Training, July 1 – June 30:** You are required to complete a minimum of 10 hours or 1.0 Continuing Education Unit (CEU) of in service during the state's fiscal year, July 1 and ending June 30.

For more information, visit our website at [www.myflfamilies.com/childcaretraining](http://www.myflfamilies.com/childcaretraining)

