



# CHILD CARE FACILITY TRAINING REQUIREMENTS

## Introductory Training Timeframes

  
**Within First 90 Days of Employment**

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.

---

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 or receive an [educational exemption](#).

PART 1 (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:
  - Infant and Toddler Appropriate Practices (5 hours)
  - Preschool Appropriate Practices (5 hours)
  - School-Age Appropriate Practices (5 hours)
- OR**
- Special Needs Appropriate Practices (10 hours)

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

  
**Complete 1 year after starting training**

## Additional Required Training Timeframes

  
**Before 1<sup>st</sup> day of Employment**

### Universal Precautions/Exposure Plan

All staff are required to complete training on the facilities universal safety precautions plan, recommended by the Centers for Disease Control and Prevention (CDC) prior to beginning work and annually thereafter. This training can be met by completing the Child Care Personnel Orientation (CCPO) 5-hour online course.

---

**Note: By December 31, 2021, the facility shall maintain a specific number of child care personnel (as outlined in the Child Care Facility Handbook) with the CPR certification and first aid training that are on site at the facility at all times children are in care.**

## Fire Extinguisher Training

All child care personnel must complete training in the use and operation of a fire extinguisher. This training can be met by completing the Child Care Personnel Orientation (CCPO) 5-hour online course.

## Safe Sleep/Shaken Baby Syndrome Training

Child care personnel, who work in a facility that offers care to infants 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 30  
Days of  
Employment**

## 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



**Within One (1)  
Year of  
Employment**

## Medication Administration

Prior to administering medication to children, child care personnel responsible for administering medication must complete training on proper medication administration procedures. Basic medication training can be met by completing one of the following:

- DCF Child Care Personnel Orientation 5-hour online course.
- Other training that meets Child Care Facility Handbook: 6; 6.5.I



**Prior to  
Commencement**

## Transportation

Prior to transportation of children, child care personnel participating in the transportation of children must complete one of the following courses.

- Transportation Safety course
- Early Learning Florida's Precautions in Transporting Children

## 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 program's personnel records.



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



**[Register](#)** for courses