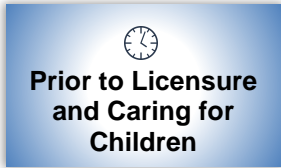




# LICENSED FAMILY DAY CARE HOME TRAINING REQUIREMENTS

## Family Day Care Home Operators & Substitutes Working 40 Hours or More a Month

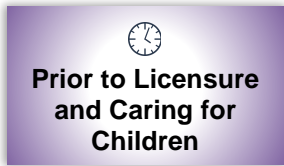
### Introductory Training



Complete **30 hours** of mandated training by passage of a [competency exam](#) or [educational exemption](#):

- Family Child Care Home 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)

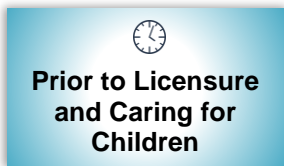
### Additional Required Training Timeframes



#### Early Literacy

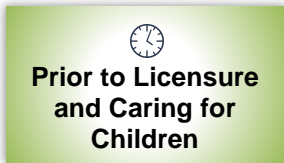
Complete 5 hours of literacy training through **one** of the following:

- 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



#### First Aid and Pediatric CPR

Must maintain an active certificate of course completion for pediatric cardiopulmonary resuscitation (CPR) procedures and first aid training at all times. CPR courses must include an on-site instructor-based skills assessment that shall be documented by the certified CPR instructor.



#### Universal Precautions/Exposure Plan

All child care personnel are required to be educated on the program's Exposure Plan regarding universal safety precautions prior to beginning work and annually thereafter.



#### Fire Extinguisher Training

All child care personnel must complete training in the use and operation of a fire extinguisher.

#### Safe Sleep/Shaken Baby Syndrome Training

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

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



#### Medication Administration

Prior to administering medication to children, child care personnel responsible for administering medication must complete training on proper medication administration procedures.

# Family Day Care Home Substitutes Working *Less Than* 40 Hours a Month

## Introductory Training Timeframes



**Prior to Caring  
for Children**

Complete the following training by passage of a competency exam prior to caring for children:

- Family Child Care Home Rules and Regulations (6 hours)

## Additional Training Requirements



**Prior to Caring  
for Children**

### First Aid and Pediatric CPR

Substitutes working less than 40 hours per month are required to possess an active certificate of course completion for pediatric cardiopulmonary resuscitation (CPR) procedures and first aid training.



**Prior to Caring  
for Children**

### Universal Precautions/Exposure Plan

All child care personnel are required to be educated on the program's Exposure Plan regarding universal safety precautions prior to beginning work and annually thereafter.

### Fire Extinguisher Training

All child care personnel must complete training in the use and operation of a fire extinguisher.



**Within First 30  
Days of  
Employment**

### Safe Sleep/Shaken Baby Syndrome

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

- DCF Health, Safety and Nutrition (hours)

**OR**

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

**OR**

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



**Prior to  
Administration of  
Medication**

### Medication Administration

Prior to administering medication to children, child care personnel responsible for administering medication must complete training on proper medication administration procedures.

## Annual In-service Training

During Licensure Year

Licensed Family Day Care Home Operators must complete a minimum of 10 hours or 1.0 [Continuing Education Unit \(CEU\)](#) of in-service training annually during the operator's 12-month licensing period. *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 5268A](#) and maintained at the licensed family child care home.

Substitutes for the licensed family day care home are **not** required to complete annual in-service training.



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



[Register](#) for courses