



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 the 40-hour required training **must be completed one 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


Prior to caring for children

Universal Precautions/Exposure Plan

Child Care facilities shall develop a written exposure plan regarding universal safety precautions. All child care personnel are required to be educated on the facility's exposure plan regarding standard precautions before beginning to work and annually thereafter. The DCF 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.

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 current 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. The DCF 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.


Within First 30 Days of Employment

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).

Early Literacy


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


Within One (1) Year of Employment

- 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

Medication Administration

Prior to administering medication to children, child care personnel responsible for administering medication must complete training on proper medication administration procedures. The DCF Child Care Personnel Orientation Course (5 hours) provides general medication administration information; however, specific medical conditions would require more individualized training regarding administering medication for that condition.


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.

- DCF Transportation Safety course (2 hours)
- 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