

## Child Care Training Requirements

Child Care Director	Child Care Employee
<p>Must complete:</p> <ul style="list-style-type: none"><li>• <u>Director Credential</u></li><li>• 40-clock-hour <u>Introductory Child Care training</u> comprised of Part I and Part II courses</li><li>• 5-clock-hour (or .5 Continue Education Units) <u>Early Literacy and Language Development</u>, within 1 year of employment</li><li>• 10-clock-hours of <u>Annual In-service</u> training completed between July 1 and June 30 each year</li></ul>	<p>Must complete:</p> <ul style="list-style-type: none"><li>• 40-clock-hour <u>Introductory Child Care training</u> comprised of Part I and Part II courses</li><li>• 5-clock-hour (or .5 Continue Education Units) <u>Early Literacy and Language Development</u>, within 1 year of employment</li><li>• 10-clock-hours of <u>Annual In-service</u> training completed between July 1 and June 30 each year</li></ul>

### Introductory Child Care Training

Child care personnel must begin training by commencing coursework, obtaining an educational exemption **OR** by **PASSING** a competency exam within the first 90 days of employment in the child care industry. All training must be completed one (1) year after the date on which training began. The Introductory Child Care Training is divided into two parts:

**Part I - all child care personnel are required to complete the following 30-clock-hours which are divided into five training courses:**

1. Child Care Facility Rules and Regulations
2. Health, Safety, and Nutrition
3. Identifying and Reporting Child Abuse and Neglect
4. Child Growth and Development
5. Behavioral Observation and Screening

Prior to August 1, 2006, the Introduction to Child Care (20 hour) and Behavioral Observation and Screening (10 hour) certificates satisfied this requirement. Due to the curriculum redesign, completion of all five Part 1 courses may result in training that totals less than 30 hours but it will be accepted as meeting the mandated training requirements.

**Part II - all child care personnel are required to complete 10-clock-hours of training from the following courses:**

1. Infant and Toddler Appropriate Practices (10 hours)
2. Pre-School Appropriate Practices (10 hours)
3. School-Age Appropriate Practices (10 hours)
4. Special Needs Appropriate Practices (10 hours)
5. Early Literacy and Language Development (5 hours - online)
6. Basic Guidance and Discipline (5 hours - online)
7. Computer Technology in the Early Childhood Classroom (5 hours - online)

It is recommended that child care facility personnel attend training in the specialized area in which

they work; however, they may attend any or all of the courses. It is also recommended that these specialized training areas be taken to meet the 10-clock-hours in-service training requirement to be completed between July 1 and June 30 each year.

### **Training Exemptions**

Requirements for training exemptions available at the DCF childcare website:  
<http://www.dcf.state.fl.us/childcare/>.

### **Completion of Child Care Training**

Child care professionals who completed any of the department's training courses that ended on or before December 31, 2003 received a certificate based on attendance. All child care professionals participating in any of the department's training courses that end on or after January 1, 2004 are required to pass a competency examination before they will be credited with successful completion of the course.

### **Documentation of Course Completion**

Successful completion of training is documented on the Department of Children and Families Child Care Training Transcript. Individuals may obtain a copy of their Child Care Training Transcript by selecting "View My Transcript" at the top of this DCF Childcare Training webpage. A copy of the Child Care Training Transcript must be maintained in the personnel file.

For more information, please contact:  
your **Northeast Florida DCF Childcare Training Office**  
Located at the Florida Community College at Jacksonville  
Downtown Campus, 101 W. State Street, A1037  
Jacksonville, Florida  
Telephone: 904-633-8102 or 904-632-3171  
Childcare Training Coordinator: Vanessa Williams  
Email: [vwilliam@fccj.edu](mailto:vwilliam@fccj.edu)

Or contact the **Child Care Training Information Center (CCTIC)**  
2807 Remington Green Circle  
Tallahassee, FL 32308  
Telephone: 1-888-FL-CCTIC (1-888-352-2842)  
Website: <http://www.dcf.state.fl.us/childcare/>

## Annual In-Service Training

10-clock-hours of Annual In-service training completed between July 1 and June 30 each year is required for all childcare employees and directors in any of the following areas:

1. Health and safety, including universal precautions;
2. CPR;
3. First Aid (may only be taken every 3 years);
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

More information about annual in-service and a copy of the In-Service Training Log, **which should be maintained in the employee's file**, is available at the DCF Childcare Training website: <http://www.dcf.state.fl.us/childcare/>. Annual inservice that is earned through trainings other than DCF trainings cannot be added to the childcare worker's DCF transcript, but can be maintained in their log at their workplace.

## CEUs and CDA and CDAE Renewal

Early Childhood Educators are required to renew their CDA or CDAE certificate every 5 years and provide evidence that they have completed the following training in addition to their original CDA training: Documented proof of at least 4.5 Continuing Education Units (CEUs) or a three-credit-hour course in early childhood education/child development, principles of adult learning, mental health counseling, etc. **However, the first time a CDA is issued it must be renewed in 3 years by earning 4.5 CEUs.**

Those with Educational Exemptions are not required to renew, but they are still required to earn 10 hours of Annual In-service as described in the section above. It is important to note that CEUs may count for Annual Inservice hours, but Inservice hours do not automatically count as CEUs. All college credit courses at a Community College or University in Early Childhood or Child Development meet this requirement. Most trainings advertised in this calendar have listed their associated CEUs. If that information is not provided, please contact the training agency directly for more information.

For more information about CDA renewal, visit the CDA National Council for Professional Recognition webpage at: [http://www.cdacouncil.org/CDA\\_renew.htm](http://www.cdacouncil.org/CDA_renew.htm). For more information about CDAE renewal, visit the DCF Childcare website: <http://www.dcf.state.fl.us/childcare/>.