

ANNUAL IN-SERVICE TRAINING

A Family Child Care Home II primary provider shall obtain a minimum of 12 hours of In-service training annually.

PRIOR to expiration of their Provisional license, Family Child Care Home II primary provider(s) **MUST submit** written documentation that they have completed the required 12 hours of annual In-service training. **Documentation of completed training must accompany the application paperwork when you apply for the “Operating license”.** An Operating license **will not** be issued until the Primary Provider’s 12 hours of In-service training is completed and documentation provided.

Documentation will need to be in the form of certificates and/or a completed “Independent Study Documentation” form. The Independent Study Documentation form is required for workshops or presentations when a certificate is not given out; and for reading printed materials and video/audio tapes. The training must relate to one of the 13 topics listed in the Family Child Care Home Regulations (*listed below*).

Failure to submit the required documentation prior to expiration of your Provisional license will delay the issuance of your Operating license. This may affect reimbursement from the Food Program and Child Care Subsidy (Title XX).

In-service training will include but is not limited to the following topic areas:

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|-------------------------|-----------------------|--------------------------|
| 1. Safe Environment | 5. Cognitive Learning | 10. Guidance |
| 2. Healthy Environment | 6. Communication | 11. Family Relationships |
| 3. Learning Environment | 7. Creative Learning | 12. Program Management |
| 4. Physical Development | 8. Self-Esteem | 13. Professionalism |
| | 9. Social Development | |

YOU WILL AUTOMATICALLY RECEIVE TRAINING CREDIT FOR:

(Documentation for the following must be submitted with application paperwork for the “Provisional license”)

- a) One (1) clock hour of training for Orientation Training
- b) Two (2) clock hours of training for CPR
- c) One (1) clock hour of training for First Aid

Only one instance each of CPR and First Aid training will be accepted for the 12 month period of the Provisional license and credit hours will not exceed what is indicated above.

DOCUMENTATION OF AN ADDITIONAL EIGHT (8) CLOCK HOURS OF TRAINING IS REQUIRED:

(Documentation of completed training must accompany application paperwork when applying for an Operating license)

- a) Copies of Certificates for training you received during the past 12 months.
- b) Copies of a completed “Independent Study Documentation form” on any training you received where certificates were not issued.
- c) Copies of a completed “Independent Study Documentation form” on any training you received by reading, video, or audio tape. Fifty (50) Pages of printed material equal one (1) clock hour. The actual time of a video or audio tape is allowed.

Independent Study Documentation form for documenting In-Service Training is available at

http://dhhs.ne.gov/publichealth/Documents/Independent_Study_Doc.pdf

NOTE: In-service documentation for secondary providers should be kept on the premises for review by CCIS.

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