

# Child Care Facility Training Overview

Office of Child Care Regulation

1317 Winewood Blvd., Building 6, Floor 3 Tallahassee, Florida 32399-0700

[www.myffamilies.com/childcare](http://www.myffamilies.com/childcare) | Child Care Training Information Center: 1-888-352-2842

## Licensed Child Care Facilities

### Introductory Child Care Training (40 Hours)

#### Part I (30 hours):

- Child Care Facility Rules and Regulations (RNRF-6 hours)
- Health, Safety and Nutrition (HSAN-8 hours)
- Identifying and Reporting Child Abuse and Neglect (CAAN-4 hours)
- Child Growth & Development (CGDR-6 hours)
- Behavioral Observation and Screening (BOSR-6 hours)

#### Part II (10 hours):

- Understanding Developmentally Appropriate Practices (UDAP-5 hours)
- AND**
- Infant and Toddler Appropriate Practices (ITPR-5 hours)
  - Preschool Appropriate Practices (PSPR-5 hours)
  - School-Age Appropriate Practices (SAPR-5 hours)
- OR**
- Special Needs Appropriate Practices (SNP-10 hours)

**Facility personnel must begin training within 90 days from the date of employment in the child care industry and complete Parts I and II within one year from the date the training began.**

### Competency Exams

In 2002, the Florida Legislature passed a law requiring the passage of a competency-based examination to complete the introductory child care training, which was implemented on January 1, 2004.

There are two ways to schedule an exam: Register online or contact the Child Care Training Information Center at 1-888-FLCCTIC (1-888-352-2842).

### Additional Facility and Home Personnel Training Requirements

#### First Aid and CPR

Maintain an active certificate of course completion for Infant and Child Cardiopulmonary Resuscitation (CPR) and First Aid Training.

#### Fire Extinguisher Training

All child care facility personnel in licensed facilities and family child care homes must complete training in the use and operation of a fire extinguisher.

#### Safe Sleep/Shaken Baby Syndrome

All child care facility personnel in licensed facilities and family child care homes caring for infants must complete one of the following approved courses:

- DCF Health, Safety and Nutrition (HSAN-8 hours)
- DCF Safe Sleep Practices for Child Care (SAFE-1 hour)
- Early Learning Florida's Safe Sleep Practices (SSPELFL-1 hour)

### Literacy Requirement (5 Hours)

Child Care Personnel in licensed facilities and homes must complete 0.5 continuing education units of approved training or 5 clock hours of equivalent training, as determined by the Department, in early literacy and language development for children from birth to 5 years of age. Early Literacy training must be completed within one year of employment in the industry.

### Annual In-Service Training (10 Hours)

- Health and Safety
- CPR (Infant and/or Child)
- First Aid
- Nutrition
- Child development (typical and atypical)
- Child transportation and safety
- Behavior management
- Working with families
- Design and use of child oriented spaces
- Community, health and social service resources
- Child abuse
- Child care for multilingual children
- Working with children with disabilities in child care
- Outdoor play safety
- Guidance and Discipline
- Computer Technology
- Leadership development
- Age appropriate lesson planning
- Homework assistance for school-age care
- Developing special interest centers
- Literacy
- Food Safety

## Staff Credential Requirement

All licensed child care facilities operating 8 hours or more per week, must have *at least* one credentialed staff member on-site for every 20 children. Facilities operating less than 8 hours per week and those with nineteen or fewer children in care are not subject to the staff credentialing requirement.

Large Family Child Care Home operators must possess an active Staff Credential for at least one year prior to licensure.

Any of the following qualifications satisfy the staff credential requirement:

- Active National Early Childhood Credential
  - A National Early Childhood Credential is an early childhood credential, approved by the Department and recognized by licensing authorities in at least five states.
- Formal Educational Qualifications
  - B.A., B.S., or advanced degree in **one** of the following areas: Early Childhood Education/Child Development; Pre-Kindergarten or Primary Education; Preschool Education; Exceptional Student Education; Family and Consumer Sciences; Special Education; Mental Disabilities; Specific Learning Disabilities; Physically Impaired; Varying Exceptionalities; Visually Impaired; Hearing Impaired; Speech-Language Pathology; or Elementary Education with certification to teach any age, birth through 6<sup>th</sup> grade.
  - A.A. or A.S. degree in Child Development
  - Associate degree or higher, with at least 6 college credit hours in early childhood and/or child development, and 480 hours experience in a child care setting, serving children from birth to eight years of age.
- Active Birth Through Five Florida Child Care Professional Credential
  - Designed to address the specific skills and knowledge necessary to work with children ages birth through five. Recognized throughout Florida as a credential that meets or exceeds the requirements of the National Child Development Associate (CDA) credential.
- Active School-Age Florida Child Care Professional Credential
  - Designed to address the specific skills and knowledge necessary to work with school-age children.
- Employment History Recognition Exemption
  - Employment History Recognition Exemptions will be accepted only if approved by the Department prior to June 30, 2006 and documented on the Staff Credential Verification (CF-FSP 5206).

## Licensed Family Day Care Homes and Large Family Child Care Home OPERATOR

Complete a minimum of 10 hours or 1.0 CEUs of in-service training annually during the operator's 12-month licensing period.

### 30 Hour Family Child Care Home mandated training (Prior to Licensure)

- Family Child Care Home Rules and Regulations (HOME-6 hours)
- Health, Safety and Nutrition (HSAN-8 hours)
- Identifying and Reporting Child Abuse and Neglect (CAAN-4 hours)
- Child Growth & Development (CGDR-6 hours)
- Behavioral Observation and Screening (BOSR-6 hours)

### Large Family Child Care Home

- Active Staff Credential (at least one year prior to licensure)
- 30 Hours Family Child Care Home training (Prior to licensure)
- 10 hours of Part II training (within six months of licensure)

## Director Credential

A director credential is required for each licensed child care facility and Voluntary Pre-Kindergarten (VPK) program.

Director Credential requirements:  
Level I

- High School Diploma/GED
- Part I Mandated Training
- 8 hours of Special Needs
- Active Staff Credential
- Director Credential course

Level II includes all Level I and

- One year experience as a child care director

Level III includes all Level I and

- Two years experience as a child care director
- Associates Degree or higher

**OR**

- Two 3 college credit courses in either Child Care Leadership; Child Care Financial/Legal Issues; Child Care Education Planning

## Mildly-Ill Facility

40-hour Introductory training, First Aid and infant/child CPR, and 10-hours of annual in-service training (two of which must relate to sick children and the prevention of communicable disease.)

## Large Family Child Care Home EMPLOYEE

- Begin the 30 hour Family Child Care Home training within 90 days of employment in the child care industry and complete within one year
- Complete Early Literacy course requirement within 12 months of employment in the child care industry.
- 10 hours of in-service training annually

## SUBSTITUTE

Working 40 hours or more a month

- 30 hour Family Child Care Home training prior to caring for children
- 10 hours of in-service annually

Working less than 40 hours a month

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