

**TRAINING RECORD  
FAMILY/GROUP CHILD CARE HOMES  
STATE OF MICHIGAN**

Department of Human Services  
Bureau of Children and Adult Licensing  
Division of Child Day Care Licensing

Caregiver's/Assistant Caregiver's Name
Registration/License Number

All caregivers must complete a total of 10 clock hours of training annually, not including CPR, first aid and blood-borne pathogen training. The training must be related to child development, program planning, and administrative management for a child care business. **For family home providers, verification of each training must be submitted with this form. For group home providers, this form and verification of each training is to be kept on file by the provider and available for Department review.** Assistant caregivers must complete a total of 5 clock hours of training annually, not including CPR, first aid and blood-borne pathogen training. [R400.1905].

1 clock hour = 60 minutes. Training must be accrued annually during the calendar year.

Training Date	Title of Training	Location	# of Hours	Training Organization/Presenter

Training Date	Training Topic	Card Received	Trainer Name/Organization
	First Aid	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Infant & Child CPR	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Adult CPR	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Blood-borne pathogen training	N/A	

**SIGN AND DATE WHEN TRAINING IS COMPLETED. (KEEP ON FILE)**

Registrant/Licensee's Signature	Date
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<p>AUTHORITY: PA 116 OF 1973. COMPLETION: Required. PENALTY: May be cited, denied or revoked.</p>	<p>Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.</p>
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