

**Department of Human Services
Bureau of Children and Adult Licensing**

**Child Care Homes
Letter Series 2012-01**

Date: November 14, 2012

To: All Home Child Care Providers

From: James S. Sinnamon, Director 
Child Care Licensing Division

Subject: Violations of R 400.1905 - Training

Since January 1, 2006 family and group child care home providers have been required to complete 10 clock hours of training each year. Assistant caregivers must obtain at least 5 clock hours of training annually. There were a number of reasons this rule was implemented, including:

- Caregivers with training are better able to prevent, recognize and correct health and safety problems and promote children's healthy development.
- Assures that caregivers are challenged, stimulated and have access to current knowledge.

This rule specifically includes a wide variety of training options for providers, including participation in:

- Sessions offered by community groups, faith-based organizations, and child care home associations.
- Trainings, workshops, seminars, and conferences on early childhood, child development or child care administration offered by early childhood organizations.
- Workshops and courses offered by local or intermediate school districts, colleges, and universities.
- Online courses.

Compliance with this rule is critical to the professional development of home child care providers and to increasing the quality of child care provided in homes. I want to share with you the policy regarding violations of R 400.1905, training.

If a registrant has not completed the required annual training hours at renewal, the licensing consultant will review the licensing history to determine if this is the first violation of R 400.1905(1). If this is a first violation:

- The licensing consultant will request a corrective action plan (CAP). The CAP must include a specific plan to make up any missing training hours

from the last renewal period and to meet future annual training requirements.

- If the provider fails to complete the missing hours during the time period specified in the CAP, the licensing consultant will recommend disciplinary action.

If this is a second violation of this rule, it is considered a repeat violation and the licensing consultant will recommend disciplinary action. This action may include refusal to renew the license or certificate of registration.

If you have any questions regarding this policy, please contact your licensing consultant.

cc: Child Care Licensing Consultants and Area Managers