

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

**Child Care Centers and Homes
Letter Series 2013-01**

Date: April 3, 2013

To: All Child Care Providers

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

Subject: Training Hours

The Child Care Licensing Rules require annual training hours as follows for the following individuals:

- Child care centers - program directors, site supervisors, lead caregivers, and caregivers – 12 clock hours.
- Family and group child care homes – licensees/registrants – 10 clock hours.
- Family and group child care homes – assistant caregivers – 5 clock hours.

When assessing compliance with these rules, licensing has required that the hours be taken during the license/registration cycle. To simplify both assessing compliance by licensing and tracking hours for licensees/registrants, licensing will begin to assess compliance based on the calendar year. This change takes effect immediately.

If your registration/license expires in 2013, your licensing consultant will be reviewing your 2013 training hours, but you will not be cited if you have not completed the required number of training hours at the time of your registration/license renewal. You will be expected, however, to complete your required training hours prior to the end of the calendar year.

When your licensing consultant reviews your training hours for a renewal in 2014 and after, he/she will be verifying that you have obtained all of the training hours for the previous calendar years covered by your registration/license.

Example 1: Your group home license expires 5/01/2013. At your renewal inspection on 4/20/2013, you provide documentation of 5 clock hours of training between 1/01/2013 and 4/20/2013. You will not be cited for a training hour rule violation for 2013.

When your group home license expires 5/02/2015, you must provide documentation of 10 clock hours of training in 2013 and 10 clock hours of training in 2014 to comply with R 400.1905(1).

Example 2: Your center license expires 7/15/2014. At your renewal inspection on 7/6/2014, you provide documentation of 12 clock hours of training for staff in calendar year 2013, and 3 clock hours of training for staff for calendar year 2014. BCAL will accept this documentation as meeting R 400.1905(1).

When your license expires on 7/15/2016, you will be required to provide documentation of staff training for calendar years 2014 and 2015.

Example 3: Your family home registration expires 10/01/2013. When you send in your renewal packet, you will send in documentation of your 10 annual training hours based on your registration cycle for 10/01/2010 to 9/30/2011 and 10/01/2011 to 09/30/2012. Your training hours for 2013 will not be evaluated at this time.

When your family home registration expires on 10/02/2016, you will be required to send in documentation of training hours from calendar years 2013, 2014, and 2015.

If you have any additional questions, please contact your licensing consultant.

cc: Child Care Licensing Consultants and Area Managers