

TRAINING RECORD FOR FAMILY AND GROUP HOMES

Michigan Department of Licensing and Regulatory Affairs

Child Care Licensing Bureau

Facility/Licensee's Name	License Number	Calendar Year
Individual's Name	Role <input type="checkbox"/> Licensee <input type="checkbox"/> Child Care Staff Member (18 years +) <input type="checkbox"/> Child Care Assistant (14-17 years)	Date of Hire
<p>All licensees must complete a total of 10 clock hours of training annually. Child care staff members and child care assistants must complete a total of 5 clock hours of training annually. CPR, first aid, and infectious disease trainings do not count towards the annual training requirements. The training must be related to child development, program planning, and administrative management for a child care business. Verification of each training is to be kept on file by the provider and available for the department's review OR be on MiRegistry. [Rule 1905(1-2)] [Rule 1905(6)]</p> <p style="text-align: center;">1 clock hour = 60 minutes. Training must be accrued annually during the calendar year.</p>		

ANNUAL TRAINING SUMMARY

Training Date	Title of Training	Number of Hours	Trainer/Training Organization	Documentation of Training
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry
				<input type="checkbox"/> On File <input type="checkbox"/> On MiRegistry

CPR & FIRST AID TRAINING SUMMARY

[Rules 1904a(2)(a-b), 1904b(3)(a-b), 1905(7)]

Infant, Child and Adult CPR		First Aid	
Date Completed	Training Organization	Date Completed	Training Organization

HEALTH AND SAFETY TRAININGS

[Rules 1904a(2)(c), 1904b(3)(c), 1905(3-4) 1905(9)]

Date Completed	Training Topic	Date Completed	Training Topic
	Prevention of infectious disease, including immunizations.		Prevention of and responses to emergencies due to food and allergic reactions.
	Safe sleep practices to prevent sudden infant death syndrome.		Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
	Recognition of and the reporting of child abuse and neglect.		Precautions in transporting children.
	Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.		Building and physical premises safety.
	Child development.		All hazards emergency preparedness and response planning.
	Administration of medication.		Annual health and safety update.

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

License's Signature	Date

LARA is an equal opportunity employer/program.