

Utah Department of Health, Bureau of Child Care Licensing
Center Renewal Application, Staff Annual Training Form

Individual's Name:

Please follow the attached instructions when completing this form. This form documents required annual training topics and hours (20 hours, 10 of which must be face-to-face) which must be completed before the center's license expires. Attach to this form copies of all training documentation from outside sources (i.e. CCR&R, Child Care Licensing, Conferences, Workshops, school transcripts, etc.).

In order for the center's license to be renewed a copy of this form must be completed for each director, assistant director, and caregiver. This form must also be completed for each substitute who works an average of 10 hours per week or more. Your Licensor will review these completed forms as part of your Announced Inspection.

Date of Training (mm/dd/yyyy)	Hours and/or Minutes of Training			Face to Face?			Topics Covered	Training Delivered By:	
	Hours		Mins.	Yes		No			
/ /	Hours		Mins.	Yes		No	Licensing Rules for Supervision and Ratios (R430-100-11)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Injury Prevention (R430-100-12)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Parent Notification and Child Security. (R430-100-13)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Child Health (430-100-14)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Child Nutrition (R430-100-15)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Infection Control (R430-100-16)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Medications (R430-100-17)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Napping (R430-100-18)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Child Discipline (R430-100-19)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Activities (R430-100-20)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Transportation, if the center provides transportation (R430-100-21)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Animals, if the center permits animals (R430-100-22)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Diapering, if the center diapers children (R430-100-23)		
Total Hours & Mins. on this Page:	Hours		Mins.						

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	Hours		Mins.	Yes	No				
/ /	Hours		Mins.	Yes	No		Licensing Rules for Infant and Toddler Care, if infants or toddlers are cared for (R430-100-24)		
/ /	Hours		Mins.	Yes	No		Preventing shaken baby syndrome, if infants or toddlers are cared for		
/ /	Hours		Mins.	Yes	No		Coping with crying babies, if infants or toddlers are cared for		
/ /	Hours		Mins.	Yes	No		Preventing Sudden Infant Death Syndrome, if infants or toddlers are cared for		
/ /	Hours		Mins.	Yes	No		The provider's current written policies and procedures		
/ /	Hours		Mins.	Yes	No		The provider's current written emergency and disaster plan		
/ /	Hours		Mins.	Yes	No		Child abuse and neglect signs and symptoms, and legal reporting requirements		
/ /	Hours		Mins.	Yes	No		Principles of child growth and development, including development of the brain		
/ /	Hours		Mins.	Yes	No		Positive guidance		
/ /	Hours		Mins.	Yes	No				
/ /	Hours		Mins.	Yes	No				
/ /	Hours		Mins.	Yes	No				
/ /	Hours		Mins.	Yes	No				
/ /	Hours		Mins.	Yes	No				
Total Hours & Mins. on this Page:	Hours		Mins.						
Total Hours & Mins. Page 1 + Page 2:	Hours		Mins.						

If you need additional pages to document the required 20 hours of training, copy and use the additional page below.

