Family Child Care Training Advisory

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Licensing Division

Family child care training requirements

Definitions of roles in a family child care program

Role	Definition
License holder and co-license holder	An adult (or adults, if there are co-license holders) who is legally responsible for the operation of the family child care program. All license holders are listed on the license. The license holder is the primary caregiver.
Second adult caregiver	An adult who provides care in the program along with the license holder for more than 500 hours annually. **NOTE**: Adult caregivers who provide care in the program along with the license holder for 500 or fewer hours annually are required to take the same trainings as those required for a substitute.
Substitute	An adult caregiver who assumes responsibility for providing care in the license holder's absence for 500 or fewer hours annually.
Helper	A person at least 13 years old and less than 18 years old who assists the license holder with the care of children.

- Before licensure, those applying to be license holders must complete:

  - Supervising for Safety for Family Child Care

  - Child development and learning and behavior guidance

  - Pediatric first aid

  - Pediatric cardiopulmonary resuscitation (CPR)

  - Reducing the risk of sudden unexpected infant death (SUID)

    - Before being licensed to care for infants

  - Reducing the risk of abusive head trauma (AHT)

    - Before being licensed to care for children under school age

  - Child passenger restraint (CARS)

    - Before licensure if planning to transport children

Second adult caregivers: Initial training requirements

- Before caring for children, second adult caregivers must complete:

  - Supervising for Safety for Family Child Care

  - Child development and learning and behavior guidance

  - Pediatric first aid

  - Pediatric cardiopulmonary resuscitation (CPR)

  - Reducing the risk of sudden unexpected infant death (SUID)

    - Before caring for infants

  - Reducing the risk of abusive head trauma (AHT)

    - Before caring for children under school age

  - Child passenger restraint (CARS)

    - Before placing a child under the age of 8 in a child passenger restraint

- Before caring for children, substitutes and caregivers who provide care for 500 hours or fewer annually, must complete:

  - Basics of licensed family child care for substitutes

  - Pediatric first aid

  - Pediatric cardiopulmonary resuscitation (CPR)

  - Reducing the risk of sudden unexpected infant death (SUID)

    - Before caring for infants

  - Reducing the risk of abusive head trauma (AHT)

    - Before caring for children under school age

  - Child passenger restraint (CARS)

    - Before placing a child under the age of 8 in a child passenger restraint

- Before caring for children, helpers must complete:

  - Reducing the risk of sudden unexpected infant death (SUID)

    - Before caring for infants

  - Reducing the risk of abusive head trauma (AHT)

    - Before caring for children under school age

  - Child passenger restraint (CARS)

    - Before placing a child under the age of 8 in a child passenger restraint

License holder & co-license holder & second adult caregivers: Annual training requirements

- Annually:

  - Active supervision or a course in the ensuring safety competency area that DHS has identified as an active supervision course

  - Child development and learning or behavior guidance

  - Reducing the risk of SUID (if caring for an infant)

  - Reducing the risk of AHT (if caring for children under school age)

  - 16 hours of in-service training (includes required training course hours)

License holder & co-license holder & second adult caregivers: Ongoing training requirements

- Every 2 years

  - Pediatric first aid

  - Pediatric cardiopulmonary resuscitation (CPR)

- Every 5 years

  - Health and Safety I & II

  - CARS (if placing a child under the age of 8 in a child passenger restraint)

- Substitutes and other adult caregivers who provide care for 500 or fewer hours annually must complete:
  - Annually
    - Reducing the risk of SUID (if caring for an infant)
    - Reducing the risk of AHT (if caring for children under school age)
  - Every 2 years
    - Pediatric first aid
    - Pediatric cardiopulmonary resuscitation (CPR)
  - Every 3 years
    - Basics of licensed family child care for substitutes
  - Every 5 years
    - CARS (if placing a child under the age of 8 in a child passenger restraint)

- 6 hours of training within first year of service

- Every 5 years:

  - CARS (if placing a child under the age of 8 in a child passenger restraint)

Child Care Regulation Modernization Projects

Child care regulation modernization projects: History

- The 2021 Legislature allocated federal funding to support regulation modernization projects for both family child care and child care centers

- The Family Child Care Task Force (2019-2021) recommended a modernization project in their final report

- The regulation modernization projects support the development of:

  - New licensing standards

  - Risk-based tiered violation systems

  - Abbreviated inspections

Child care regulation modernization projects: Contract

- DHS has a three-year contract with the National Association for Regulatory Administration (NARA) to conduct these projects

  - NARA has experience with other states doing similar work

- NARA will develop and implement a stakeholder engagement process that solicits input from parents, licensed child care providers, county licensors, staff from DHS, and experts in child development

Child care regulation modernization projects: Work

- NARA will work with DHS to put together a report and proposed legislation to implement the new licensing models and new licensing standards

  - The report will be submitted to the legislature by February 1, 2024

- Pilot projects will allow DHS, licensors, and providers to have an opportunity to identify technical or policy issues and make necessary changes before final implementation **(dependent on legislative authorization)**

- New licensing standards, risk-based tiered violation systems, and abbreviated inspections will need to be adopted into statute or administrative rule before they will take effect

Child care regulation modernization projects: New licensing standards

- Relying on its experience in other states, NARA will draft updated licensing standards for family child care and child care centers over the next three years

- NARA will navigate DHS, child care providers, county licensing agencies and other stakeholders through the process of developing the new updated standards by:

  - Collecting stakeholder input on current licensing standards

  - Drafting proposed revisions to licensing standards

  - Developing a pilot project to implement revised standards **(dependent on legislative authorization)**

  - Reviewing and revising draft standards with stakeholders

Relationship between regulation modernization and FCC Training Advisory Committee

- The Family Child Care Training Advisory Committee's recommendations for training requirements will inform the new licensing standards for the Family Child Care regulation modernization project

  - The Committee may make suggestions such as, which training topics are required and how many hours of training are needed

- We anticipate that the first draft of licensing standards will be developed towards the beginning of 2023 and will be reviewed and revised in the following months

Child care regulation modernization projects: Status update

- The department is in the final stages of signing a contract with NARA

- This week, three new licensing policy analysts will join DHS Licensing to support the work of these projects

- We anticipate NARA and the new policy analysts will start mapping out timelines in the coming weeks

Child Care Services Division

Why do Family Child Care Providers Take Training?

How DHS supports training availability

The Department of Human Services carries out the federal requirement that states offer child care training, and other quality improvement supports.

The Minnesota Professional Development System provides:

- Coordinated delivery of training, coaching and mentoring
- Incentives and supports
- An online registry, known as Develop
- Professional development advising

System started in 2007, as directed by Minnesota Legislature.

➢ **Approved state-owned state-funded training – offered by:**
Department of Human Services grantees
Counts for Licensing and Parent Aware

➢ **Approved independent training – offered by:**
Independent Trainers and Training Sponsor Organizations
Counts for Licensing and Parent Aware

➢ **Unapproved training – offered by:**
Independent Trainers and Organizations
Counts for Some Licensing Requirements

When DHS funds training creation and delivery

DHS funds course creation and training delivery when:

- DHS is required to do so in statute

- A gap is identified through on-going process of needs assessment

Example of statutory-required:

- Sudden Unexpected Infant Death and Abusive Head Trauma

Example of training developed as a result of an identified gap:

- Getting to Know the Minnesota Early Childhood Indicators of Progress Domains: Language, Literacy and Communication

# Training needs assessment and evaluation

Child Care Aware system assesses needs for training based on:

- Annual survey of child care providers

- Meetings with stakeholders, licensors and partners

- On-going evaluation:

  - Independent studies on providers' training needs and preferences

  - Training and Trainer evaluation tool (TTET) participant feedback

Growth in training participation

As a result of effective use of needs assessment and evaluation, approved training participation is increasing.

Figure 25. Growth in number of attendees and individual training participants in state fiscal years 2018 and 2019
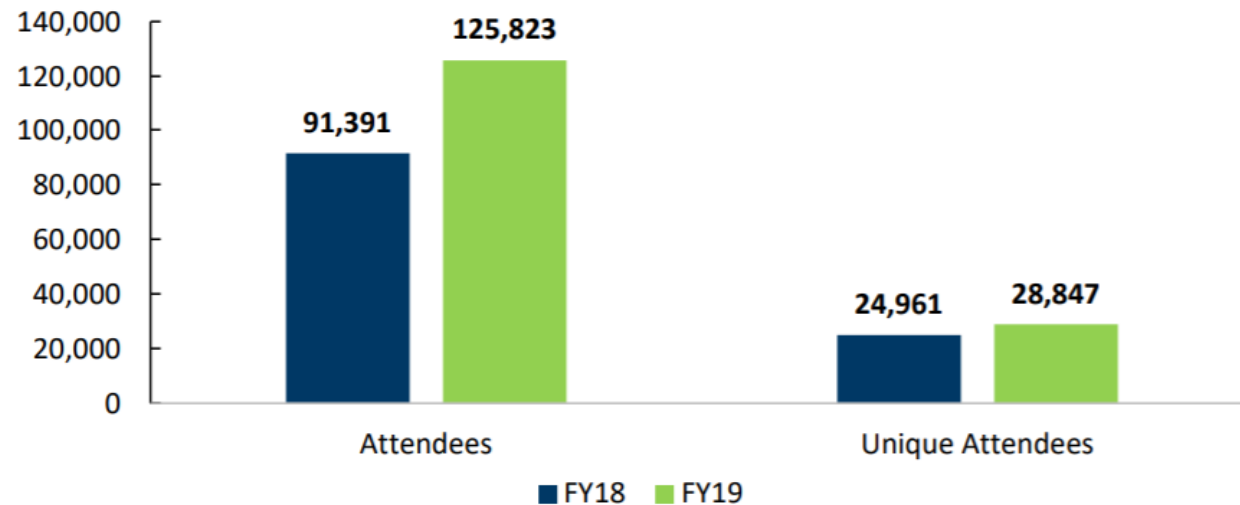
Citation: 2019 Status of Child Care Report.

Training is offered in many ways:

- Online, on-demand, and through in-person classroom training

- In-person coaching, consultation and mentoring

Of the nearly 6,500 training events offered in 2019:

- 42% were after 4 pm, and 25% were on the weekend

- 15% were web-based

- Over half were free, 25% were low cost

- Over 300 were in languages other than English

In 2019, 533 approved trainers offered training in Minnesota.

Training is available in English, Hmong, Spanish, Somali, Russian, Arabic and Amharic.

Processes membership applications, approves courses, and provides ongoing workforce supports for the field.

Achieve, Minnesota Center for Professional Development

Provides free relationship-based professional development (RBPD) including support, training, modeling, and resources to child care programs throughout Minnesota.

Center for Inclusive Child Care

Helps children succeed in school and life by supporting the professional growth of child care providers and connecting families to quality child care.

Child Care Aware of Minnesota

First Children's Finance

Provides loans and business-development assistance to high-quality child care businesses serving low- and moderate-income families.

[First Children's Finance](#)

Minnesota School-Age Care Alliance

Promotes quality in out-of-school time programs and supports the leadership and development of out-of-school time professionals.

[Minnnesota School Age Care Alliance](#)

Center for Early Education and Development

Helps early educators, caregivers, practitioners, and programs achieve the best outcomes for the infants and young children they serve.

[University of Minnesota, Center for Early Education and Development](#)

Independent trainers and training sponsor organizations

Examples of training sponsor organizations:

- Colleges and universities

- Community education programs & school districts

- Family child care associations

- Programs offering staff training, such as Head Start and child care centers

- Foundations and tribal nations

- Early Intervention & Home Visiting programs

Training coordination is led by the Department of Human Services. It happens through:

- Coordination meetings for training system partners

- Trainer supports and technical assistance

- Assessment of training needs, and planning to meet the needs

- Support for providers to sign up and use Develop

- Tracking training participation with data from Develop

There are two types of training approval:

- Approval through Achieve--Minnesota Center for Professional Development (MNCPD)

- Approval through licensors to meet requirements for Minnesota Licensing

How training is approved for Achieve--MNCPD

Training approval through Achieve--MNCPD is carried out through these steps:

- Trainer develops training

- Trainer submits training

- Achieve reviews training, using standards

- Achieve recommends revisions

- Trainer makes revisions and training is approved, or revisions are not made, approval is declined

How training is approved for Minnesota Licensing

Training approval for Minnesota Licensing is carried out by licensors.

- Training approved by Achieve--MNCPD and posted in Develop is automatically accepted by licensors

- Providers have the option to take training outside the MN professional development system

- Providers provide documentation, such as a training certificate, to their licensor

- Licensors verify the training meets statutory requirements

Thank You!

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