# CHILD CARE INFORMATION

## Child Care Facility

65C-22.003(2), Florida Administrative Code

<table>
<thead>
<tr>
<th>Child Care Director</th>
<th>Child Care Employee</th>
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<td>• Director Credential</td>
<td>• 40-clock-hour Introductory Child Care training comprised of Part I and Part II courses</td>
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## Introductory Child Care Training

Child care personnel must begin training by commencing coursework, obtaining an educational exemption or by completing a competency exam within the first 90 days of employment in the child care industry. All training must be completed one (1) year after the date on which training began. The Introductory Child Care Training is divided into two parts:

**Part I - all child care personnel are required to complete the following 30-clock-hours which are divided into five training courses:**

1. Child Care Facility Rules and Regulations
2. Health, Safety, and Nutrition
3. Identifying and Reporting Child Abuse and Neglect
4. Child Growth and Development
5. Behavioral Observation and Screening

Prior to August 1, 2006, the Introduction to Child Care (20 hour) and Behavioral Observation and Screening (10 hour) certificates satisfied this requirement. Due to the curriculum redesign, completion of all five Part 1 courses may result in training that totals less than 30 hours but it will be accepted as meeting the mandated training requirements.

**Part II - all child care personnel are required to complete 10-clock-hours of training from the following courses:**

1. Infant and Toddler Appropriate Practices (10 hours)
2. Pre-School Appropriate Practices (10 hours)
3. School-Age Appropriate Practices (10 hours)
4. Special Needs Appropriate Practices (10 hours)
5. Early Literacy for Children Age Birth to Three (5 hours - online)
6. Basic Guidance and Discipline (5 hours - online)
7. Early Childhood Computer Learning Centers (5 hours - online), or
8. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours - online).

It is recommended that child care facility personnel attend training in the specialized area in which they work; however, they may attend any or all of the courses. It is also recommended that these specialized training areas be taken to meet the 10-clock-hours in-service training requirement to be completed between July 1 and June 30 each year.

Training Exemptions
View the requirements for training exemptions.

Completion of Child Care Training
Child care professionals who completed any of the department's training courses that ended on or before December 31, 2003 received a certificate based on attendance. All child care professionals participating in any of the department's training courses that end on or after January 1, 2004 are required to pass a competency examination before they will be credited with successful completion of the course.

Documentation of Course Completion
Successful completion of training is documented on the Department of Children and Families Child Care Training Transcript. Individuals may obtain a copy of their Child Care Training Transcript by selecting "View My Transcript" at the top of this webpage. A copy of the Child Care Training Transcript must be maintained in the personnel file.

For more information, please contact:
Child Care Training Information Center (CCTIC)
Telephone: 1-888-FL-CCTIC (1-888-352-2842)
Participate in the Department of Children and Families’ Child Care Training Information Center Customer Satisfaction Survey