



# CHILD CARE FACILITY TRAINING REQUIREMENTS

## Child Care Standards

[65C-22.003\(2\)&\(6\)](#), Florida Administrative Code

*All child care personnel are required to complete **40 hours** of mandated training and must meet the early literacy training requirement.*

### Important Timeframes



**Within First 90 Days of Employment**

Child care personnel must begin training **within the first 90 days** of employment in the child care industry by:

- starting a Part I or Part II course,
  - taking a child care competency exam, *or*
  - earning an educational exemption.
- 



**One (1) Year From Date Training Began**

All of the 40-hour required training **must be completed one (1) year** from the date the training began. Child care personnel must pass [competency exams](#) for the 40 hours of training to demonstrate their competency or receive an [educational exemption](#).

---



**Within One (1) Year of Employment**

All child care personnel must complete 5 hours of literacy training **within one (1) year** of employment in the child care industry through **one** of the following:

- Early Literacy for Children Birth to Three (ELC – 5 hours) online course
  - Emergent Literacy for Voluntary Pre-Kindergarten Instructors (VPK – 5 hours) online course
  - One of the department's [approved](#) literacy training courses
  - One college level early literacy course (for credit or non-credit) if taken within the last five years
-

# 40 Hour Introductory Training

The required 40 hour introductory training requirement is divided into two parts:

## Part I (30 Hours)

All child care personnel must complete the following **30** hours of training:

- Child Care Facility Rules and Regulations (FACR – 6 hours)
- Health Safety and Nutrition (HSAN – 8 hours)
- Identifying and Reporting Child Abuse and Neglect (CAAN – 4 hours)
- Child Growth and Development (CGDR – 6 hours)
- Behavioral Observation and Screening (BOSR – 6 hours)

## Annual In-service Training

July 1 – June 30

Upon completion of Part I and II introductory training requirements, child care personnel must complete a minimum of 10 hours or 1.0 [Continuing Education Unit \(CEU\)](#) of in-service training during the state's fiscal year beginning July 1 and ending June 30. *Note: College courses concentrating on children ages birth through twelve will be accepted.*

Documentation of the in-service training must be recorded on the [CF-FSP Form 5268](#) and included in the child care facilities' personnel records.

## Part II (10 Hours)

All child care personnel must complete **10** hours of training from the following courses:

- Understanding Developmentally Appropriate Practices (UDAP – 5 hours)  
**AND one (1)** of the following:
  - Infant and Toddler Appropriate Practices (ITPR – 5 hours)
  - Preschool Appropriate Practices (PSPR – 5 hours)
  - School-Age Appropriate Practices (SAPR – 5 hours)

### OR

- Special Needs Appropriate Practices (SNP – 10 hours)

### OR

Two (2) of the following:

- Early Literacy for Children Birth to Three (ELC – 5 hours)\*
- Basic Guidance and Discipline (BGD – 5 hours)\*
- Early Childhood Computer Learning Centers (CLC – 5 hours)\*
- Emergent Literacy for Voluntary Pre-Kindergarten Instructors (VPK – 5 hours)\*

*\*Training is available only online (all other courses available online and instructor-led).*



How to register for [instructor-led](#) and [online](#) courses



[Register](#) for courses