

Prorated Training for New Providers

Thank you to those who have raised the question of how to approach the annual training requirements for new license holders, primary providers of care, or second adult caregivers who are licensed at differing points of time within a calendar year. The move to continuous licenses, effective January 1, 2025, has presented new considerations for FCC requirements.

DHS FCC Licensing has determined that the prorating of training will be handled based on a quarterly basis, effective April 1, 2025.

Quarter 1: January 1 – March 31

Training will not be prorated.

Total annual ongoing training requirement: **16 hours**

Training must be taken prior to December 31 of the calendar year

The 16 hours of required training is in ADDITION to any pre-licensure training or training prior to working in an FCC program.

Quarter 2: April 1 – June 30

If a license holder is granted a license or a second adult caregiver begins working in a program between these dates, then the LH(s), primary provider of care, and second adult caregiver(s) **must complete 12 hours of annual ongoing training** prior to December 31st of that same calendar year. This training is in addition to any training that was taken prior to the issuance of the license and prior to the caregiver beginning to work in the program.

The 12 hours of annual training must include:

- A review of the program's emergency preparedness plan;
- If the program is serving a child with a known allergy, a review of the child's allergy information;
- At least two hours of child development and learning or behavior guidance training as specified in MS, section 245A.50, subdivision 2 (c);
- Reducing the Risk of Sudden Unexpected Infant Death and Reducing the Risk of Abusive Head Trauma as specified in MS, section 245A.50, subdivision 5 (e); and
- An active supervision course as specified in MS, section 245A.50, subdivision 9 (d).

Quarter 3: July 1 – September 30

If a license holder is granted a license or a caregiver begins working in a program between these dates, then the LH(s), primary provider of care, and second adult caregiver(s) must complete **8 hours of annual ongoing** training prior to December 31st of that same calendar year. This training is in addition to any training that was taken prior to the issuance of the license and prior to the caregiver beginning to work in the program.

The 8 hours of annual training must include:

- A review of the program’s emergency preparedness plan;
- If the program is serving a child with a known allergy, a review of the child’s allergy information;
- At least two hours of child development and learning or behavior guidance training as specified in MS, section 245A.50, subdivision 2 (c);
- Reducing the Risk of Sudden Unexpected Infant Death and Reducing the Risk of Abusive Head Trauma as specified in MS, section 245A.50, subdivision 5 (e); and
- An active supervision course as specified in MS, section 245A.50, subdivision 9 (d).

Quarter 4: October 1 – December 31

If a license holder is granted a license or a second adult caregiver begins working in a program between these dates, then the LH(s), primary provider of care, and second adult caregiver(s) **must complete 4 hours of annual ongoing training** in that year prior to December 31st of that same calendar year. This training is in addition to any training that was taken prior to the issuance of the license and prior to the caregiver beginning to work in the program.

The 4 hours of annual training must include:

- A review of the program’s emergency preparedness plan;
- If the program is serving a child with a known allergy, a review of the child’s allergy information;
- At least two hours of child development and learning or behavior guidance training as specified in MS, section 245A.50, subdivision 2 (c); and
- An active supervision course as specified in MS, section 245A.50, subdivision 9 (d).
- Regardless of when the license is granted or when a primary provider of care, second adult caregiver, substitute caregiver, or adult caregiver begins providing care:
- Pediatric First Aid training and Pediatric CPR training must remain current as defined in MS, section 245A.50, subdivisions 3 and 4; and
- Prior to transporting a child, B.E.S.T. training must remain current as defined in MS, section 245A.50, subdivision 6.