

Legal nonlicensed Providers – Training requirements

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What training is required for registration approval?

Before their registration can be approved, legal nonlicensed providers must provide documentation of pediatric First Aid and Cardiopulmonary Resuscitation (CPR) training instruction that includes CPR techniques for infants and children. Online components of pediatric First Aid and pediatric CPR training may qualify, except for the practical portion of pediatric CPR, which must be taken in person.

The pediatric First Aid and pediatric CPR training must have been provided by individuals approved to provide such training. Agencies should align standards for acceptable training with standards used for approving licensed family child care providers pediatric First Aid and pediatric CPR training.

The training must be effective as of the date the provider registration is approved. See Chapter 11.12 ([Provider Registration](#)).

What training is required for care to be authorized?**Training that depends on the age of children in care**

Training required to authorize care depends on the age of children in care. For children 5 years old and older, no additional training is required before care can be authorized. For children under 5 years old, additional training is required before a Service Authorization can be issued. This may mean that the authorization start date is different for different children being cared for by the provider.

Before issuing a Service Authorization for a child under 5 years old, the legal nonlicensed provider must take and verify the following training:

- For any children under five years old:
 - Preventing Abusive Head Trauma (AHT)*

OR

- Supervising for Safety – Legally Nonlicensed

- For any children under one year old:
 - Preventing Sudden Unexpected Infant Death Syndrome (SUIDS)** **AND** Preventing Abusive Head Trauma (AHT)*

OR

- Supervising for Safety – Legally Nonlicensed

*The Preventing Abusive Head Trauma (AHT) training must be approved by the commissioner and taken within two years prior to receiving an initial authorization to care for a child under five years of age.

**The Preventing Sudden Unexpected Infant Death Syndrome (SUIDS) training must be approved by the commissioner and taken within two years prior to receiving an initial authorization to care for a child under one year of age.

See "[Entering training information in MEC²](#)" below for guidance about tracking training completion in MEC².

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Training that depends on the provider's relationship to the children in care

In addition to training requirements based on the age of children in care, legal nonlicensed providers caring for at least one child receiving child care assistance who is not related to them must complete Supervising for Safety – Legally Nonlicensed (health and safety training) **within 90 days of the Service Authorization start date for an unrelated child**. See "[Determining the provider's relationship](#)" below for the definition of related.

The **Supervising for Safety – Legally Nonlicensed** course (8 hours) is offered through Child Care Aware. Providers search for the training using key words "Supervising for Safety Legally Nonlicensed" and register online at [Develop](#). The web-based course is completed through the partner website Eager-to-Learn. This course includes the Sudden Unexpected Infant Death Syndrome (SUIDS) and Abusive Head Trauma (AHT) training requirements.

Agencies must track the 90-day deadline. It is recommended the provider worker and case worker coordinate and set alerts to track this information.

See "[Entering training information in MEC²](#)" below for guidance about tracking training completion in MEC².

What happens if Supervising for Safety – Legally Nonlicensed is not completed within 90 days of the authorization start date?

If Supervising for Safety – Legally Nonlicensed is not completed within 90 days of issuing a Service Authorization for an unrelated child, care for any unrelated children must end. Agencies must track the end of the 90-day period and end Service Authorizations for unrelated children. Once the course is completed, Service Authorizations can be approved back to the course completion date. Service Authorizations for related children are not impacted by the Supervising for Safety – Legally Nonlicensed (health and safety) training requirement.

What training is required at registration renewal?

Training requirements at a provider's registration renewal vary depending on if the provider is serving children who are not related to them. See "[Determining the provider's relationship](#)" below for the definition of related.

Training requirements at renewal for related providers

At each registration renewal, the provider must provide proof of an additional eight hours of training in topics approved by the Achieve: Minnesota Center for Professional Development Registry. All courses offered by the Child Care Aware agencies listed on [Develop](#) qualify toward the eight hours. Child Care Aware agencies coordinate and offer training approved by the Registry. Their staff can help providers find training. Pediatric First Aid and pediatric CPR courses count in the additional eight hours of training but are not required.

See "[Entering training information in MEC²](#)" below for guidance about tracking training completion in MEC².

Training for unrelated providers

At each registration renewal, if a provider still provides care for unrelated children receiving CCAP they must provide proof of training in:

- **Supervising for Safety – Legally Nonlicensed (8 hours)**
 - If the provider has cared for unrelated children for more than 90 days, the training is required within the last 12 months.

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- If the provider has cared for unrelated children for less than 90 days, Supervising for Safety training is required within 90 days of the Service Authorization being issued. If the provider has not taken Supervising for Safety at renewal, the provider must provide proof of an additional eight hours of training.
- **Pediatric First Aid** must be current at time of renewal. Providers are not required to maintain current certification throughout their registration period.
- **Pediatric cardiopulmonary resuscitation (CPR)** must be current at time of renewal. Providers are not required to maintain current certification throughout their registration period.

See "[Entering training information in MEC²](#)" below for guidance about tracking training completion in MEC².

Determining the provider's relationship

Related means the provider is the child's sibling, grandparent, great-grandparent, aunt, or uncle of the child, based on blood relationship, marriage or court decree.

Families report on the child care application or redetermination form if the provider is related or not related. Agencies should assume the provider is not related unless the family informs the agency that they are related.

Code the "Related to" field on the Child's Provider window in MEC² as "Yes" if the provider is the child's sibling, grandparent, great-grandparent, aunt, or uncle, based on blood relationship, marriage or court decree.

Training verification

Legal nonlicensed providers must verify all required training.

Legal nonlicensed providers can include training information on their [CCAP Legal Nonlicensed Provider Registration and Acknowledgement DHS 5192 \(PDF\)](#).

Legal nonlicensed providers can submit proof of training or the provider or CCAP agency can contact the department if they have taken training through Develop but do not have proof.

Entering training information in MEC²

Once training is verified, the provider worker must update the provider's Training window in MEC² to include the date training was completed.

Enter:

- Pediatric CPR in the "Cardiopulmonary Resuscitation (CPR)" field.
- Pediatric First Aid in the "First Aid" field.
- Preventing Abusive Head Trauma (AHT) in the "Abusive Head Trauma" field.
- Preventing Sudden Unexpected Infant Death Syndrome (SUIDS) in the "Sudden Unexpected Infant Death Syndrome" field.
- Supervising for Safety – Legally Nonlicensed in the "Health & Safety" field.
- Training hours required at renewal (except pediatric CPR and First Aid and Supervising for Safety Legally Nonlicensed which are tracked as identified above) in the "Ongoing Training" field.

It is also recommended that the provider worker document the completion of all training on the Provider Notes window in MEC².

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How do training completion dates impact first date of payment?

Chapter 9.3 ([Payments to Providers](#)) provides information about the earliest date payment can be made to providers. Review the chapter for the full policy about first payment date. For legal nonlicensed providers, payment cannot be made before:

- Pediatric First Aid and CPR training is completed for any children
- Preventing Abusive Head Trauma (AHT) training is completed for any children under 5
- Preventing Sudden Unexpected Infant Death Syndrome (SUIDS) AND Preventing Abusive Head Trauma (AHT) is completed for any children under 1.

Legal authority

Minnesota Statutes 119B.125

Minnesota Rules 3400.0120, subp. 6