

STAFF REQUIREMENTS

CO-PROVIDERS, ADULT CAREGIVERS, SUBSTITUTES & HELPERS

CO-PROVIDER: *a licensed provider (name is on the license) who can be left alone with the children.*

❖ **Requirements to become a co-provider:**

- An adult, at least 18 years of age
- Attend both a Carver County Information session and an Orientation session
- Background study cleared by Netstudy
- Submit a completed Physician's Report, signed by a medical doctor (M.D.)
- Sign a Chemical Substance Abuse form
- Review and initial the provider's Emergency Preparedness Plan
- Complete and submit all other forms & documents provided by the licensing agency

ADULT CAREGIVER: *an assistant, over the age of 18, who works with the licensed provider for more than 30 days in a 12 month period.*

❖ **Requirements to become an adult caregiver:**

- Background study cleared by Netstudy
- Submit a Physician's statement, signed by a medical doctor (M.D.)
- Sign a Chemical Substance Abuse form
- Review and initial the provider's Emergency Preparedness Plan
- Complete and submit all other forms & documents provided by the licensing agency

REQUIRED TRAINING FOR CO-PROVIDERS & ADULT CAREGIVERS:

- CPR and First Aid training (*Repeat every 2 years*)
- SUID training before caring for infants (*Repeat every 2 years*)
- AHT training before caring for children under school-age (*Repeat every 2 years*)
- "Supervising for Safety" training (*Repeat Active Supervision annually*)
- Health and Safety I & II (*Repeat every 5 years*) (*can be taken in place of Active Supervision*)
- Child Growth and/or Development/Behavior Guidance training KCF I or IIC (*Repeat annually*)
- Child Restraint Systems training (CARS), if transporting children under the age of 9 (*Repeat every 5 years*)
- Complete 16 hours of training annually

HELPER: *an adolescent at least 13 years old and less than 18 years old who assists the provider but CANNOT be left alone with the children. They cannot be delegated supervision responsibilities or transport the children.*

❖ **Requirements to become a helper:**

- Background study cleared by Netstudy
- Sign a Chemical Substance Abuse form
- Review and initial the provider's Emergency Preparedness Plan
- Complete and submit all other forms & documents provided by the licensing agency

❖ **Training required:**

- SUID training before caring for infants (*Repeat every 2 years*)
- AHT training before caring for children under school-age (*Repeat every 2 years*)
- View SUID/AHT Videos (*during the off year between the SUID/AHT 2 year training*)
- CPR and First Aid training (*not required but strongly recommended*) (*Repeat every 2 years*)
- 6 hours of training within the first year of employment

SUBSTITUTE: *an adult, over the age of 18, who works more than 30 hours, but less than 30 days in a 12- month period, when the licensed provider is not present in the home.*

❖ **Requirements to become a substitute caregiver:**

- Submit a background study
- Sign a Chemical Substance Abuse form
- Review and initial the provider's Emergency Preparedness Plan
- Complete and submit all other forms & documents provided by the licensing agency

❖ **Training required:**

- SUID training before caring for infants (*Repeat every 2 years*)
- AHT training before caring for children under school-age (*Repeat every 2 years*)
- View SUID/AHT Videos (*during the off year between the SUID/AHT 2 year training*)
- CPR and First Aid training (*Repeat every 2 years*)
- Child Restraint Systems training (*C.A.R.S*) if transporting children under age 9 (*Repeat every 5 years*)

EMERGENCY SUBSTITUTE: An emergency substitute is an adult, over the age of 18, who works less than 30 hours in a 12-month period and assumes the responsibility of the licensed provider when the provider is not present in the home.

❖ **Requirements to become an emergency substitute caregiver:**

- Submit a background study
- Sign a Chemical Substance Abuse form
- Review and initial the provider's Emergency Preparedness Plan
- Complete and submit all other forms & documents provided by the licensing agency

❖ **Training required:**

- SUID training before caring for infants (*Repeat every 2 years*)
- AHT training before caring for children under school-age (*Repeat every 2 years*)
- View SUID/AHT Videos (*during the off year between the SUID/AHT 2 year training*)
- CPR and First Aid training (*not required but strongly recommended*) (*Repeat every 2 years*)
- Child Restraint Systems training (*C.A.R.S*) if transporting children under age 9 (*Repeat every 5 years*)

The license holder is responsible for making sure all the above requirements have been met and should understand that they will be held accountable and liable for the actions of anyone employed by them to assist with the care of the children, as well as, anyone else they allow to have access to the children in their care.

Note: License holders should assess the need for Workers' Compensation Insurance when employing non-relatives.

Training – Quick View

Required Training For Providers, Co-Providers & Adult Caregivers:

- **CPR and First Aid** – Repeat every 2 years
- **SUID/AHT** – Repeat every 2 years
- **SUID/AHT Videos** – View the year between 2hr SUID/AHT training
- **Active Supervision** – Repeat annually
- **Child Development *and/or* Behavior Guidance** - Repeat annually
- **Health & Safety I** - Repeat every 5 years
- **Health & Safety II** - Repeat every 5 years
- **Child Restraint Systems training (C.A.R.S)** – Repeat every 5 years
- Other training to fulfill 16 hours of total training annually

Required Training For Substitutes, Emergency Subs & Helpers:

- **SUID/AHT** – Repeat every 2 years
- **SUID/AHT Videos** – View the year between 2hr SUID/AHT training
- **CPR and First Aid (for Substitutes)** – Repeat every 2 years

Additional Required Training for Helpers:

- 6 hours of training in the first year of employment