

ADDITIONAL CAREGIVERS DEFINITIONS AND REQUIREMENTS

****Before assisting in the care of children, all individuals need the following****

- An Authorization for Background Study form must be submitted before direct contact with children. License holder must provide direct supervision until a clearance letter is received. License holder must document the date the background study is submitted and cleared.
- Sudden Unexpected Infant Death training must be completed before assisting in care when children *under 12 months old are present*. The training must be completed every 2 years, either online or in person. On the “off year,” individuals must watch the DHS approved SUID videos in lieu of the training.
- Abusive Head Trauma training must be completed before assisting in care when children *under 5 years old are present*. The training must be completed every 2 years, either online or in person. On the “off year,” individuals must watch the DHS approved AHT videos in lieu of the training.
- Training on the chemical use policy and Child Care Emergency Plan is given. License holder must document date individuals are trained.

Below are additional requirements based on the number of days the individual will be assisting in care, and if the individual is a minor or adult:

CO-APPLICANTS – A co-applicant is a licensed provider and can be left alone with the children for more than 30 days in a 12-month period. They must complete all items in the box above plus meet the following requirements:

- They must be at least 18 years of age.
- They must attend the Dakota County Child Care informational and orientation meetings.
- The provider must submit a new license application with co-applicant’s name and both provider and co-applicant must sign the license application in the presence of a notary.
- They must submit three personal references.
- They must have a physician’s statement completed before direct contact with children.
- They must be interviewed by the licensing worker.
- CPR and First Aid training every two years. (There must be one trained staff person present. CPR must be taken in person)
- Six hour “Supervising for Safety” training before caring for children and two hours annually.
- Four hours of child development and learning; behavior guidance training before caring for children and two hours annually. (KCF I and/or KCF IIC)
- Must complete a total of 16 hours of training annually with the same requirements as the license holder.
- Child Passenger Restraint training if transporting children.

ADULT CAREGIVERS –An adult caregiver works more than 30 days in a 12-month period but is not left alone in the care of children more than any part of 30 days in a 12-month period. They must complete all items in the box above plus meet the following requirements:

- They must be at least 18 years of age.
- They must have a completed Physician’s Report submitted before assisting in care for 30 days in the 12-month period.
- CPR and First Aid training every two years. (There must always be one certified staff person present.)
- Six hour “Supervising for Safety” training course is completed before assisting in care for 30 days in a 12-month period and two hours annually.
- Four hours of child development and learning; behavior guidance training before caring for children and two hours annually. (KCF I and/or KCF IIC)
- Must complete a total of 16 hours of training annually with the same requirements as the license holder.
- Child Passenger Restraint training if transporting children.

SUBSTITUTES – A substitute caregiver is an adult who works less than 30 days in a 12-month period. They must complete all items in the box above plus meet the following requirements:

- They must be at least 18 years of age.
- Must have CPR/First Aid training if they are sole caregiver for more than 30 hours in a 12-month period.
- Child Passenger Restraint training if transporting children.

HELPERS – Is an adolescent at least 13 years of age and less than 18 years of age who assists the provider. They must complete all items in the box above plus meet the following requirements:

- **Cannot** be left alone to care for children.
- **Cannot** be delegated supervision responsibilities.
- A helper who assists with care on a regular basis must complete 6 hours of training within one year after date of initial employment.

Note: The Minnesota Center for Professional Development approves trainings for the required training topics. These courses can be accessed on www.developoolmn.org.