

**STAFF IN SERVICE TRAINING RECORD**

Calendar Year	Staff Name	Total Hours Worked In Calendar Year	In-Service Hours Required	In-Service Hours Completed
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The director and all program staff persons must annually complete a number of hours in-service training equal to 2 percent, 1.5 percent or 1 percent depending on their level of education. See Minnesota Statutes, Section 245A.40, subdivision 7 In-service training; child care centers. In-service training must be documented annually for each calendar year. It is recommended that staff persons keep a copy of their in-service training record when transferring to another program.

\* One percent of working hours: A teacher at a child care center must complete 1 percent of working hours of in-service training annually if the teacher possesses a baccalaureate or master's degree in early childhood education or school-age care; is licensed in Minnesota as a prekindergarten teacher, an early childhood educator, a kindergarten sixth-grade teacher with a prekindergarten specialty, an early childhood special education teacher, or an elementary teacher with a kindergarten endorsement; or possesses a baccalaureate degree with a Montessori certificate.

\* One and one-half percent of working hours; A teacher or assistant teacher at a child care center must complete 1 1/2 percent of working hours of in-service training annually if the individual is a registered nurse or a licensed practical nurse with experience working with infants; possesses a Montessori certificate, a technical college certificate in early childhood development, or a child development associate certificate; or possesses an associate of arts degree in early childhood education, a baccalaureate degree in child development, or a technical college diploma in early childhood development.

\* Two percent of working hours; The director and all other teachers, assistant teachers or aides must complete 2 percent of working hours of in-service training annually.

Subject and goal of training	Training institution	Date Completed	Clock hours
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Director's signature for approval of completed training:

