

**CHAPTER 747 FIRST AID AND CPR RULE CHANGES  
TRACK CHANGES  
ADOPTED AND EFFECTIVE ON OCTOBER 8, 2018**

TITLE 26	HEALTH AND HUMAN SERVICES
PART 1	HEALTH AND HUMAN SERVICES COMMISSION
CHAPTER 747	MINIMUM STANDARDS FOR CHILD-CARE HOMES
SUBCHAPTER C	RECORD KEEPING
DIVISION 4	RECORDS ON CAREGIVERS AND HOUSEHOLD MEMBERS

§747.901. What information must I maintain in my personnel records?

You must keep at least the following at the child-care home for each assistant caregiver and substitute caregiver, as specified in this chapter:

- (1) Documentation showing the dates of the first and last day on the job;
- (2) Documentation showing how the caregiver meets the minimum age and education qualifications, if applicable;
- (3) A copy of a health card or health care professional's [~~physician's~~] statement verifying the caregiver is free of active tuberculosis, if required by the regional Texas Department of State Health Services TB program or local health authority;
- (4) A notarized Licensing *Affidavit for Applicants for Employment* form as specified in Human Resources Code, §42.059;
- (5) A record of training hours;
- (6) Proof of request for all background checks required under 40 TAC Chapter 745, Subchapter F (relating to Background Checks) [~~Background Checks~~];
- (7) A copy of a photo identification;
- (8) A copy of a current driver's license for each person or caregiver that transports a child in care; and
- (9) A statement signed and dated by the caregiver in a licensed child-care home verifying the date the caregiver attended training during orientation that includes an overview regarding the prevention, recognition, and

reporting of child maltreatment [~~abuse and neglect~~], as specified in §747.1301 of this chapter [~~title~~] (relating to What must orientation for caregivers at my child-care home include?)

**Helpful Information**

*Regarding paragraph (4), you may obtain a copy of the Affidavit for Applicants for Employment form (Form # 2985) at [www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](http://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp) .*

SUBCHAPTER D PERSONNEL  
DIVISION 1 PRIMARY CAREGIVER QUALIFICATIONS FOR A REGISTERED CHILD-CARE HOME

§747.1007. What qualifications must I meet to be the primary caregiver of a registered child-care home?

Except as otherwise provided in this division, you must:

- (1) Be at least 21 years old;
- (2) Have a:
  - (A) High school diploma; or
  - (B) High school equivalent;
- (3) Have a certificate of completion of the Licensing pre-application course within one year prior to your application date;
- (4) Meet the requirements in Subchapter F of Chapter 745 of this title (relating to Background Checks);
- (5) Have a current certificate of training in pediatric [~~certification in CPR and~~] first aid and pediatric CPR as specified in §747.1313 of this subchapter (relating to Who must have pediatric first-aid and pediatric CPR training?) [~~with rescue breathing and choking~~];
- (6) Have a current record of a tuberculosis (TB) examination showing you are free of contagious TB, if required by the Texas Department of State Health Services or local health authority; and
- (7) Have proof of training in the following:

(A) Prevention, recognition, and reporting of child maltreatment, including:

(i) Factors indicating a child is at risk for abuse or neglect;

(ii) Warning signs indicating a child may be a victim of abuse or neglect;

(iii) Procedures for reporting child abuse or neglect; and

(iv) Community organizations that have training programs available to employees, children, and parents.

(B) Recognizing and preventing shaken baby syndrome and abusive head trauma;

~~(C)~~ Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);

~~(D)~~ Understanding early childhood brain development;

(E) Understanding the developmental stages of children;

~~(F)~~ Emergency preparedness;

~~(G)~~ Preventing and controlling the spread of communicable diseases, including immunizations;

~~(H)~~ Administering medication, if applicable, including compliance with §747.3603 of this chapter [title] (relating to What authorization must I obtain before administering a medication to a child in my care?);

~~(I)~~ Preventing and responding to emergencies due to food or an allergic reaction;

~~(J)~~ Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electrical [electric] hazards, bodies of water, and vehicular traffic;

~~(K)~~ Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this chapter [title] (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); and

~~(L)~~~~(H)~~ Precautions in transporting children if your child-care home plans to transport a child whose chronological or developmental age is younger than nine years old.

SUBCHAPTER D PERSONNEL  
DIVISION 2 PRIMARY CAREGIVER QUALIFICATIONS FOR A LICENSED CHILD-CARE HOME

§747.1107. What qualifications must I meet to be the primary caregiver of a licensed child-care home?

Except as otherwise provided in this division, you ~~[a primary caregiver for a licensed child-care home]~~ must:

- (1) Be at least 21 years of age;
- (2) Have a:
  - (A) High school diploma; or
  - (B) High school equivalent;
- (3) Have a certificate of completion of the Licensing pre-application course within one year prior to your application date;
- (4) Meet the requirements in Subchapter F of Chapter 745 of this title (relating to Background Checks);
- (5) Have a current certificate of training in pediatric ~~[certification in CPR and]~~ first aid and pediatric CPR as specified in §747.1313 of this subchapter (relating to Who must have pediatric first-aid and pediatric CPR training?); ~~[with rescue breathing and choking;]~~
- (6) Have a current record of a tuberculosis (TB) examination showing you are free of contagious TB, if required by the Texas Department of State Health Services or local health authority;
- (7) Have proof of training in the following:
  - (A) Prevention, recognition, and reporting of child maltreatment, including:
    - (i) Factors indicating a child is at risk for abuse or neglect;

(ii) Warning signs indicating a child may be a victim of abuse or neglect;

(iii) Procedures for reporting child abuse or neglect; and

(iv) Community organizations that have training programs available to employees, children, and parents;

(B) Recognizing and preventing shaken baby syndrome and abusive head trauma;

(C)~~(B)~~ Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);

(D)~~(C)~~ Understanding early childhood brain development;

(E) Understanding the developmental stages of children;

(F)~~(D)~~ Emergency preparedness;

(G)~~(E)~~ Preventing and controlling the spread of communicable diseases, including immunizations;

(H)~~(F)~~ Administering medication, if applicable, including compliance with §747.3603 of this chapter [~~title~~] (relating to What authorization must I obtain before administering a medication to a child in my care?);

(I)~~(G)~~ Preventing and responding to emergencies due to food or an allergic reaction;

(J)~~(H)~~ Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electrical [~~electric~~] hazards, bodies of water, and vehicular traffic;

(K)~~(I)~~ Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this chapter [~~title~~] (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); and

(L)~~(J)~~ Precautions in transporting children if your child-care home plans to transport a child whose chronological or developmental age is younger than nine years old; and

(8) Have one of the following combinations of education and experience in a licensed child-care center, or in a licensed or registered child-care home, as defined in §747.1113 of this division [~~title~~] (relating to What constitutes experience in a licensed child-care center, or in a licensed or registered child-care home?):

Figure: 26 TAC §747.1107(8)

<b>Education</b>	<b>Experience</b>
(A) A bachelor's degree with 12 college credit hours in child development and three college credit hours in management,	and at least one year of experience in a licensed child-care center or licensed or registered child-care home;
(B) An associate's of applied science degree in child development or a closely related field with six college credit hours in child development and three college credit hours in management. A "closely related field" is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth through 13 years,	and at least one year of experience in a licensed child-care center or licensed or registered child-care home;
(C) Sixty college credit hours with six college credit hours in child development and three college credit hours in management,	and at least one year of experience in a licensed child-care center or licensed or registered child-care home;
(D) A Child Development Associate credential or Certified Child-Care Professional credential with three college credit hours in management,	and at least one year of experience in a licensed child-care center or licensed or registered child-care home;
(E) A child-care administrator's certificate from a community college with at least 15 college credit hours in child development and three college credit hours in management,	and at least two years of experience in a licensed child-care center or licensed or registered child-care home;
(F) A day-care administrator's credential issued by a professional organization or an educational institution and approved by Licensing based on criteria specified in <u>40 TAC</u> [ <del>Subchapter P of</del> ] Chapter 745, <u>Subchapter P</u> [ <del>of this title</del> ] (relating to Day-Care Administrator's Credential Program),	and at least two years of experience in a licensed child-care center or licensed or registered child-care home; or

(G) Seventy-two clock hours of training in child development and 30 clock hours in management,	and at least three years of experience in a licensed child-care center or licensed or registered child-care home.
--	---

**Helpful Information**

- *A primary caregiver caring for more than six children and employing one or more assistant/substitute caregivers [~~assistants~~] functions as a "facility director." A facility director [~~She~~] plays a crucial role in ensuring the smooth day-to-day operation of the child-care home and serves two important functions: To balance business concerns with what's good for children and to provide leadership and direction to the assistant/substitute caregivers responsible for providing safe and healthy care for the children.*
- *Options (8)(D) and (F) of this section require periodic renewal for the primary caregiver (director) to remain qualified as specified in §747.1145 [~~of this title (relating to Will the Child-Care Director's Certificate expire?)~~] and §747.1147 [~~of this title (relating to How often must an expiring Child-Care Director's Certificate be renewed?)~~]. If your credential expires, then you will no longer meet the minimum standards related to primary caregiver qualifications, see §747.1149 [~~of this title (relating to What happens if my credential expires?)~~].*

SUBCHAPTER D PERSONNEL  
 DIVISION 3 ASSISTANT AND SUBSTITUTE CAREGIVERS

§747.1207. What minimum qualifications must an assistant caregiver meet?

A person must meet the following qualifications in order to be an assistant caregiver who is counted in the child/caregiver ratio [~~Except as otherwise provided in this division, an assistant caregiver must~~]:

- (1) Be 18 years old, except as provided by §747.1211 of this division (relating to When may I employ a person under the age of 18 or a person who does not have a high school diploma or equivalent as a caregiver?);
- (2) Except as provided by §747.1211 of this division, have [Have] a:
  - (A) High school diploma;
  - (B) High school equivalent; or

(C) High school certificate of coursework completion, as defined in Texas Education Code, §28.025(d);

(3) Have completed orientation to your child-care home;

(4) Meet the requirements in 40 TAC Chapter 745, Subchapter F (relating to Background Checks);

(5) Have a current record of a tuberculosis (TB) examination showing the caregiver is free of contagious TB, if required by the Texas Department of State Health Services or local health authority; and

(6) Complete a notarized Licensing *Affidavit for Applicants for Employment* form as specified in Human Resources Code, §42.059.

### ***Helpful Information***

*Regarding paragraph (4), background [Background] checks ensure children are not cared for by persons with a history of criminal activity, abuse, or neglect.*

§747.1209. What minimum qualifications must a substitute caregiver meet?

A person must meet the following qualifications in order to be a substitute caregiver who is counted in the child/caregiver ratio:

(1) Comply [A substitute caregiver must comply] with all of the minimum qualifications for an assistant caregiver, as specified in §747.1207 of this division (relating to What minimum qualifications must an assistant caregiver meet?); and

(2) Have training in pediatric first aid and pediatric CPR as required by §747.1313 of this subchapter (relating to Who must have pediatric first-aid and pediatric CPR?) [must also have current certification in CPR and first aid with rescue breathing and choking].

### ***Helpful Information***

*In order to maintain a safe and healthy environment for children in care substitute caregivers who are in charge of children during the primary caregiver's absence must know basic information regarding minimum standards and understand the principles of child development, like growth, discipline, guidance, and emergency practices, including CPR and First Aid.*

*[The qualifications for a substitute caregiver and an assistant caregiver are outlined in the following chart:]*

<b><del>[A substitute caregiver must:]</del></b>	<b><del>[An assistant caregiver must:]</del></b>
<del>[1. Be 18 years old;]</del>	<del>[1. Be 18 years old;]</del>
<del>[2. Have a high school diploma or high school equivalent;]</del>	<del>[2. Have a high school diploma or a high school equivalent;]</del>
<del>[3. Complete orientation to your home;]</del>	<del>[3. Complete orientation to your home;]</del>
<del>[4. Meet the requirements in Subchapter F of Chapter 745 of this title (relating to Background Checks);]</del>	<del>[4. Meet the requirements in Subchapter F of Chapter 745 of this title (relating to Background Checks);]</del>
<del>[5. Have a current record of a tuberculosis (TB) examination showing the caregiver is free of contagious TB, if required by the Texas Department of State Health Services or local health authority;]</del>	<del>[5. Have a current record of a tuberculosis (TB) examination showing the caregiver is free of contagious TB, if required by the Texas Department of State Health Services or local health authority; and]</del>
<del>[6. Complete a notarized Licensing Affidavit for Applicants for Employment form; and]</del>	<del>[6. Complete a notarized Licensing Affidavit for Applicants for Employment form;]</del>
<del>[7. Be trained in CPR and first aid with rescue breathing and choking.]</del>	

SUBCHAPTER D PERSONNEL  
 DIVISION 4 PROFESSIONAL DEVELOPMENT

§747.1301. What must orientation for caregivers at my child-care home include?

Orientation for caregivers at your child-care home must include at least the following:

- (1) An overview of the minimum standards found in this chapter;
- (2) An overview of your operational policies, including discipline and guidance practices and procedures for the release of children, and the provision of copies of these practices and procedures;

(3) An overview regarding the prevention, recognition, and reporting of child maltreatment [~~abuse and neglect~~], including:

(A) Factors indicating a child is at risk of abuse or neglect;

(B) Warning signs indicating a child may be a victim of abuse or neglect;

(C) Procedures for reporting child abuse or neglect; and

(D) Community organizations that have training programs available to child-care staff, children, and parents;

(4) An overview of your home's Emergency Preparedness Plan;

(5) Locating and using fire extinguishers and first-aid equipment;

(6) Recognizing and preventing shaken baby syndrome and abusive head trauma;

(7) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);

(8) Understanding early childhood brain development;

(9) Understanding the developmental stages of children;

(10)~~(9)~~ Preventing and controlling the spread of communicable diseases, including immunizations;

(11)~~(10)~~ Administering medication, if applicable, including compliance with §747.3603 of this chapter [~~title~~] (relating to What authorization must I obtain before administering a medication to a child in my care?);

(12)~~(11)~~ Preventing and responding to emergencies due to food or an allergic reaction;

(13)~~(12)~~ Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electrical [~~electric~~] hazards, bodies of water, and vehicular traffic;

(14)~~(13)~~ Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this chapter [~~title~~] (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); and

(15)[(14)] Precautions in transporting children if your child-care home transports a child whose chronological or developmental age is younger than nine years old.

§747.1303. What training must I ensure that my caregivers have within certain timeframes?

You must make sure that each caregiver has the training within the timeframe required in the following chart:

Figure: 26 TAC §747.1303

<b>Type of training:</b>	<b>Who is required to take the training?</b>	<b><u>When must the training be completed?</u></b>
(1)(A) <u>Orientation to your child-care home, as specified in §747.1301 of this division [title] (relating to What must orientation for caregivers at my child-care home include), within seven days of employment. [7]</u>	(B) <u>Each caregiver [All caregivers].</u>	(C) <u>Within seven days of employment and before having unsupervised access to a child in care.</u>
(2)(A) <u>Pediatric first aid with rescue breathing and choking and pediatric CPR training, as specified in §747.1313 of this division (relating to Who must have pediatric first-aid and pediatric CPR training?).</u>	(B) <u>The primary caregiver, each substitute caregiver, and each assistant caregiver.</u>	(C)(i) <u>For the primary caregiver, before we register or license the child care home, as required by §747.1003 and §747.1103 of this subchapter (relating to When must I meet qualifications to be a primary caregiver?);</u>  (C)(ii) <u>For a substitute caregiver, before being counted in the child/caregiver ratio, as required by §747.1209 of this subchapter (relating to What minimum qualifications must a</u>

		<p><u>substitute caregiver meet?);</u></p> <p><u>(C)(iii) For an assistant caregiver, within 90 days of employment; and</u></p> <p><u>(C)(iv) Each caregiver must stay current in this training.</u></p>
<p><u>(3)(A)[(2)] 15 clock hours of annual training, as specified in §747.1305 of this <u>division</u> [<u>title</u>] (relating to <u>What areas of training</u> [<u>topics</u>] must the annual training for <u>substitute and assistant caregivers cover</u> [<u>include</u>]?).</u></p>	<p><u>(B) Each substitute and assistant caregiver [Caregivers] in a registered child-care home that is counted in the <u>child/caregiver ratio on more than ten separate occasions in one training year.</u></u></p>	<p><u>(C)(i) Within 12 months of employment; and</u></p> <p><u>(C)(ii) During each subsequent 12-month period, and as further required by §747.1311 of this division (relating to <u>When must the annual training be obtained?</u>).</u></p>
<p><u>(4)(A)[(3)] 24 clock hours of annual training, as specified in §747.1305 of this <u>division</u>. [<u>title</u>] (<del>relating to <u>What topics must the annual training for caregivers include?</u>);</del>]</u></p>	<p><u>(B) Each substitute and assistant caregiver [Caregivers] in a licensed child-care home that is counted in the <u>child/caregiver ratio on more than ten separate occasions in one training year.</u></u></p>	<p><u>(C)(i) Within 12 months of employment; and</u></p> <p><u>(C)(ii) During each subsequent 12-month period, and as further required by §747.1311 of this division.</u></p>
<p><u>(5)(A) 30 clock hours of annual training, as specified in §747.1309 of this division (relating to <u>What areas of training must the annual training for the primary caregiver cover?</u>).</u></p> <p><u>[<del>(4)CPR and first-aid training; and</del>]</u></p>	<p><u>(B) The primary caregiver [Caregivers as specified in §747.1313 of this title (<del>relating to <u>Who must have first-aid and CPR training?</u>)]].</del></u></p>	<p><u>(C)(i) Within 12 months of employment; and</u></p> <p><u>(C)(ii) During each subsequent 12-month period, and as further required by §747.1311 of this division.</u></p>
<p><u>(6)(A)[(5)] Two clock hours of transportation [<u>Transportation</u>] training as specified in §747.1314</u></p>	<p><u>(B)(i) The primary caregiver, if the operation <u>transports a child whose chronological or</u></u></p>	<p><u>(C)(i) Prior to <u>transporting children</u> and;</u></p>

<p>of this division (relating to <u>What additional training must an employee and caregiver have if the home transports children?</u>).</p>	<p><u>developmental age is younger than nine years old; and</u></p> <p>(B)(ii) <u>Each substitute or assistant [Any] caregiver who transports a child whose chronological or developmental age is younger than nine years old [as specified in §747.1314 of this title (relating to What additional training must a person have in order to transport a child in care?)]</u>.</p>	<p>(C)(ii) <u>Annually, thereafter.</u></p>
---	---	---

§747.1305. What areas of training [What topics] must the annual training for substitute and assistant caregivers cover [include]?

(a) Each caregiver counted in the child/caregiver ratio on more than ten separate occasions in one training year, as specified in §747.1311 of this division [title] (relating to When must the annual training be obtained?) must obtain annual training relevant to the age of the children for whom the caregiver provides care.

~~[(b) Annual training is exclusive of any requirements for orientation, first aid and CPR training, transportation safety training, and any training received through a high school child-care work-study program.]~~

~~(b)[(e)]~~ At least six clock hours of the annual training hours must be in one or more of the following topics:

- (1) Child growth and development;
- (2) Guidance and discipline;
- (3) Age-appropriate curriculum; and
- (4) Teacher-child interaction.

(c)~~(d)~~ If your home provides care for a child younger than 24 months, one hour of the annual training hours must cover the following topics:

(1) Recognizing and preventing shaken baby syndrome and abusive head trauma;

(2) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and

(3) Understanding early childhood brain development.

(d)~~(e)~~ While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

(1) Emergency preparedness;

(2) Preventing and controlling the spread of communicable diseases, including immunizations;

(3) Administering medication, if applicable, including compliance with §747.3603 of this chapter ~~[title]~~ (relating to What authorization must I obtain before administering a medication to a child in my care?);

(4) Preventing and responding to emergencies due to food or an allergic reaction;

(5) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electrical ~~[electric]~~ hazards, bodies of water, and vehicular traffic; and

(6) Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this chapter ~~[title]~~ (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?).

(e)~~(f)~~ The remaining annual training hours must be in one or more of the following topics:

(1) Care of children with special needs;

(2) Child health (for example, nutrition and physical activity);

(3) Safety;

(4) Risk management;

(5) Identification and care of ill children;

(6) Cultural diversity for [øf] children and families;

(7) Professional development (for example, effective communication with families and time and stress management);

(8) Topics relevant to the particular ages of children in care (for example, caregivers working with infants or toddlers should receive training on biting and toilet training);

(9) Planning developmentally appropriate learning activities;

(10) Observation and assessment;

(11) Attachment and responsive care giving; and

(12) Minimum standards and how they apply to the caregiver.

(f)[~~(g)~~] No more than 80% of the required annual training hours may come from self-instructional training. No more than three of those self-instructional hours may come from self-study training.

(g) Annual training is exclusive of any requirements for orientation, pediatric first aid and pediatric CPR training, transportation safety training, and any training received through a high school child-care work-study program.

DELETE §747.1307.

§747.1309. What areas of training must the [~~topics must my~~] annual training for the primary caregiver cover [~~include~~]?

(a) You must obtain at least 30 clock hours of training each year relevant to the age of the children for whom you provide care.

~~[(b) The 30 clock hours of annual training are exclusive of any requirements for the Licensing pre-application course, first-aid and CPR training, and transportation safety training.]~~

(b)[~~(e)~~ At least six clock hours of the annual training hours must be in one or more of the following topics:

(1) Child growth and development;

(2) Guidance and discipline;

(3) Age-appropriate curriculum; and

(4) Teacher-child interaction.

(c)~~(d)~~ If your home provides care for children younger than 24 months, one hour of the annual training hours must cover the following topics:

(1) Recognizing and preventing shaken baby syndrome;

(2) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and

(3) Understanding early childhood brain development.

(d)~~(e)~~ While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

(1) Emergency preparedness;

(2) Preventing and controlling the spread of communicable diseases, including immunizations;

(3) Administering medication, if applicable, including compliance with §747.3603 of this chapter ~~[title]~~ (relating to What authorization must I obtain before administering a medication to a child in my care?);

(4) Preventing and responding to emergencies due to food or an allergic reaction;

(5) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electrical ~~[electric]~~ hazards, bodies of water, and vehicular traffic; and

(6) Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this chapter ~~[title]~~ (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?).

(e)~~(f)~~ If you have:

(1) Five or fewer years of experience as a primary caregiver in a licensed or registered child-care home, you must complete at least six of the annual training hours in management techniques, leadership, or staff supervision;  
or

(2) More than five years of experience as a primary caregiver in a licensed or registered child-care home, you must complete at least three of the annual training hours in management techniques, leadership, or staff supervision.

~~(f)~~~~(g)~~ The remainder of annual training hours must be selected from the training topics specified in §747.1305~~(e)~~~~(f)~~ of this chapter ~~[title]~~ (relating to What areas of training must the annual training for substitute and assistant caregivers cover?) ~~[topics must the annual training for caregivers include]~~.

~~(g)~~~~(h)~~ You may obtain clock hours or CEUs from the same sources as other caregivers.

~~(h)~~~~(i)~~ You may not earn training ~~[Training]~~ hours by ~~[may not be earned for]~~ presenting training to other caregivers.

~~(i)~~~~(j)~~ No more than 80% of the required annual training hours may come from self-instructional training. No more than three of those self-instructional hours may come from self-study training.

~~(j)~~ The 30 clock hours of annual training are exclusive of any requirements for the Licensing pre-application course, pediatric first aid and pediatric CPR training, and transportation safety training.

### ***Helpful Information***

- *Research has shown that caregivers who are better trained are better able to prevent, recognize, and correct health and safety problems.*
- *Annual ongoing training provides caregivers an opportunity to learn the newest techniques for addressing children's behaviors, to discover the latest findings on what children need as they develop, and to refresh and re-energize their skills.*
- *Some re-training on previously studied topics is necessary to keep skills and knowledge up-to-date.*

DELETE §747.1313 and replace with NEW §747.1313.

NEW §747.1313. Who must have pediatric first-aid and pediatric CPR training?

(a) The primary caregiver, each substitute caregiver, and each assistant caregiver must have a current certificate of training with an expiration or renewal date in:

(1) Pediatric first aid with rescue breathing and choking; and

(2) Pediatric cardiopulmonary resuscitation (CPR).

(b) The pediatric CPR:

(1) Must adhere to the guidelines for CPR for a layperson established by the American Heart Association, and consist of a curriculum that includes use of a CPR manikin and both written and hands-on skill-based instruction, practice, and testing; and

(2) May be provided through blended learning that utilizes online technology, including self-instructional training, as long as the criteria in paragraph (1) of this subsection is met.

### **Helpful Information**

- *According to the American Academy of Pediatrics [AAP], knowledge of pediatric first aid, including management of a blocked airway and rescue breathing and the confidence to use these skills, are critically important to the outcome of an emergency situation.*
- *The pediatric CPR [and first-aid] training obtained from resources that meet the criteria in paragraph (b)(1) [subsection (c)] will help ensure that the techniques and information the caregiver receives is up to date.*
- *[Blended learning CPR and first-aid training is acceptable as long as the criteria in subsection (c) is met. Hands-on instruction, practice and testing face-to-face with an instructor allow participants the opportunity to ask questions and receive feedback.]*

§747.1314. What additional training must an employee and [a] caregiver have if the home transports children [in order to transport a child in care]?

(a) If the home transports children whose chronological or developmental age is younger than nine years old, two clock hours of annual transportation safety training is required for:

(1) Each employee prior to transporting a child; and

(2) The primary caregiver.

~~[(a) A caregiver must complete two hours of annual training on transportation safety in order to transport a child whose chronological or~~

developmental age is younger than nine years old. This training is in addition to other required training hours.]

(b) The [~~caregiver must obtain these~~] two clock hours of transportation safety training are exclusive of any requirements for orientation, pre-service training, and annual training [~~prior to transporting children~~].

§747.1327. What documentation must I provide to Licensing to verify that caregivers have met training requirements [~~have been met~~]?

(a) You [~~Except as provided in this section, you~~] must maintain the original certificate or letter [~~certificates~~] documenting the completion of annual training in each caregiver's personnel record at the [~~your~~] child-care home.

(b) For annual training to [~~To~~] be counted toward compliance with the minimum standards, the trainer or training source must provide the participant with an original certificate or letter showing:

(1) The participant's name;

(2) Date of the training;

(3) Title/subject of the training;

(4) The trainer's name, or the source of the training for self-instructional training;

(5) The trainer's qualifications, in compliance with §747.1315 of this division [~~title~~] (relating to Must child-care training meet certain criteria?); and

(6) Length of the training specified in clock hours, CEUs, or college credit hours, as appropriate.

(c) [~~(b)~~] For pediatric first aid with rescue breathing and choking and pediatric CPR to count toward compliance with the minimum standards:

(1) The certificate or letter [~~Documentation of CPR/first-aid training~~] must include:

(A) The [~~the~~] same information in subsection (b) [~~(a)~~] of this section; [~~7~~] and

(B) The [must also include the] expiration or renewal date of the training, as determined by the organization providing the training; and [-A photocopy of the original CPR/first-aid certificate or letter may be maintained in the personnel record, as long as the caregiver can provide an original document upon request by Licensing.]

(2) You must maintain:

(A) The original certificate or letter documenting the completion of the pediatric first aid and pediatric CPR in each caregiver's personnel record at the home; or

(B) A photocopy of the original certificate or letter documenting the completion of the pediatric first aid and pediatric CPR in each caregiver's personnel record at the home, so long as the caregiver is able to provide an original certificate or letter upon Licensing's request.

(d) [~~(c)~~] For orientation, you must [You may] obtain a signed and dated statement from the caregiver and the person providing the orientation stating the caregiver has received the orientation, or you may obtain an [use] original statement or letter [certificates,] as specified in subsection (b) of this section [this division].

### ***Helpful Information***

- Original certificates help to verify a caregiver [the person] actually received the training. A permit holder has the discretion to release training records to a caregiver upon leaving their employment.*
- Regarding paragraph (b)(4) and (5), when [When] a caregiver receives training at a conference then the conference sponsors may be responsible for ensuring that all the presenters meet the required trainer qualifications. This may be done instead of listing on the training certificate all the presenters and their qualifications.*

SUBCHAPTER D PERSONNEL  
DIVISION 5 HOUSEHOLD MEMBERS, VOLUNTEERS, AND PEOPLE WHO  
OFFER CONTRACTED SERVICES

§747.1403. What must orientation for household members at my child-care home include?

The orientation for household members at your child-care home must include at least the following:

(1) An overview of your home's child-care policies, including discipline and guidance practices and the procedures for the release of children, and the provision of copies of these practices and procedures;

(2) An overview of symptoms of child maltreatment [~~abuse and neglect~~] and the responsibility for reporting these;

(3) The procedures to follow in handling emergencies. Emergencies include fire, explosion, tornado, toxic fumes, volatile individuals, and severe injury or illness of a child or adult; and

(4) The location and use of fire extinguishers and first-aid equipment.

#### SUBCHAPTER N FIELD TRIPS

§747.2901. May I take children away from my child-care home for field trips?

(a) Yes. You must ensure the children's safety on field trips and excursions and during any transportation provided by the child-care home. Anytime you take a child on a field trip, you must comply with each of the following requirements:

(1) You must have signed permission from the parent to take a child away from your child-care home, including permission to transport the child, if applicable;

(2) You must carry emergency medical consent forms and emergency contact information for each child on the field trip;

(3) You must have a written list of all children on the field trip and must check the list frequently to account for the presence of all children on the field trip;

(4) You must have a first-aid kit immediately available on all field trips;

(5) You must have a copy of a child's food allergy emergency plan and allergy medications, if applicable;

(6) Each child must wear a shirt, name tag, or other identification listing the name and telephone number of the child-care home;

(7) Each caregiver must be easily identifiable by all children on the field trip, by wearing a hat, specialized tee-shirt, brightly colored clothes, or other easily spotted identification;

(8) Each caregiver supervising a field trip must have transportation available, a communication device such as a cellular phone or two-way radio available, or an alternate plan for transportation at the field trip location in case of emergency; and

(9) You must ensure that a caregiver with current training in pediatric first aid and pediatric CPR [~~trained in CPR and first aid with rescue breathing and choking~~] is present on the field trip.

(b) A walk around the caregiver's neighborhood must comply only with paragraphs (2), (5) and (9) of subsection (a) of this section.

### ***Helpful Information***

- *Regarding paragraph (3):*
  - *Conducting multiple name to face checks while away from the home will help ensure a child has not wandered off, gotten lost, or been left behind;*
  - *Conducting multiple name to face checks while away from the home will alert staff to begin an immediate search if a child is missing; and*
  - *Caregivers should record the [The] count of children [~~should be recorded~~] on an attendance sheet or on a pocket card, along with the time the count occurred.*
- *For child/caregiver ratios and groups sizes, see subchapter E of this chapter.*