

Training Requirements for Child Care Centers and Preschools

Staff working in child care centers and preschools are required by State licensing rule to complete specific required courses. Please use the charts on the following pages to learn more about the specific training requirements and how to complete them.

Colorado Shines PDIS and Approved Training Vendors

Most required training is available for free on the Colorado Shines PDIS at www.coloradoshinespdis.com. The Office of Early Childhood also approves trainers who offer required courses. Approved training vendors can be found at www.coloradoofficeofearlychildhood.com/training.

Training for All Staff Who Care for and Supervise Children

Course	Licensing Rule	Where to Find the Training	Frequency	Who Needs to Take It
Complete Prior to Caring for Children				
Building and Physical Premises Safety/ Storage of Hazardous Materials and Bio-Contaminants	7.702.42A	Directors should develop a plan and train all staff	One time, update as needed	All staff responsible for the care and supervision of children
CPR and First Aid Certification*	7.702.42E, 7.702.45B1e, 7.702.45C3, 7.702.66C	Available through approved vendors	Listed on certificate	All staff required by rule to be certified in First Aid & CPR
Emergency and Disaster Preparedness for Child Care Providers	7.701.100A	Available on the PDIS or through FEMA website (IS-36). Directors must also develop and train staff on an emergency plan.	One time ⁺	All staff responsible for the care and supervision of children
Standard Precautions	7.702.42B	Available online on the Colorado Shines PDIS or through approved training vendors	Annually	All staff responsible for the care and supervision of children
Complete within 30 Calendar Days of Employment				
Introduction to First Aid and CPR	7.702.42F	Available on the Colorado Shines PDIS	Every 2 years	All staff NOT required by rule to be certified in First Aid & CPR
Recognition and Reporting of Child Abuse and Neglect	7.702.42G	Available on the Colorado Shines PDIS and through County Department of Human Services	Annually	All staff responsible for the care and supervision of children
Complete within 90 Calendar Days of Employment				
Introduction to the Early Intervention and Preschool Special Education Programs	7.702.42H	Available on the Colorado Shines PDIS	One time ⁺	All staff responsible for the care and supervision of children
Recognizing the Impact of Bias on Early Childhood Professionals	7.702.42I	Available on the Colorado Shines PDIS and through department approved vendors	One time ⁺	All staff responsible for the care and supervision of children

*Does not count toward annual ongoing professional development training requirements

⁺Previous course completions satisfy this requirement.

Training for Specific Staff at Child Care Centers and Preschools

In addition to the training outlined on the previous page, some staff may be required to take additional training based on their roles, responsibilities, and the ages of children they care for. The chart below summarizes this training.

Course	Licensing Rule	Where to Find the Training	Frequency	Who Needs to Take It
Complete Prior to Caring for Children				
Infant Safe Sleep Practices	7.702.42C	Available on the Colorado Shines PDIS or through approved vendors	Annually	All staff caring for children under the age of 1 year
Prevention of Shaken Baby Syndrome and Abusive Head Trauma	7.702.42D	Available online on the Colorado Shines PDIS or through approved vendors	Every 2 years	All staff caring for children under the age of 3 years
Medication Administration Training	7.702.51B6	Part 1 is available on the Colorado Shines PDIS and through approved vendors; Part 2 is available through vendors.	Every 3 years with annual delegation	At least 1 staff on duty at all times, and all other staff designated to administer medications
Precautions in Transporting Children	7.702.66C9	Directors develop a 4-hour driver training and train appropriate staff; training must be reviewed every 3 years for updates.	Review for updates every 3 years	All staff responsible for transporting children
Complete within 30 Calendar Days of Employment				
Child Care and Preschool Immunizations	7.702.42M	Available on the Colorado Shines PDIS	Annually	Staff responsible for children's immunization records

Training for Directors

Course	Licensing Rule	Where to Find the Training	Frequency	Who Needs to Take It
Complete within 90 Calendar Days of Employment				
Introduction to Child Care Health Consultation	7.702.42K	Available on the Colorado Shines PDIS	One time ⁺	All directors and assistant directors
Working with an Early Childhood Mental Health Consultant	7.702.42J	Available on the Colorado Shines PDIS	One time ⁺	All directors and assistant directors

*Does not count toward annual ongoing professional development training requirements

⁺Previous course completions satisfy this requirement.

1-800-799-5876 • www.coloradoofficeofearlychildhood.com/training • www.coloradoshinespdis.com

