**Section 406.APPENDIX D Pre-Service and In-Service Training**

a) Entities that may provide pre-service and in-service training to meet the requirements of this Part include, but are not limited to:

1) colleges and universities

2) child care resource and referral agencies

3) Illinois Department of Public Health or local health departments

4) Office of the State Fire Marshal or local fire department

5) Illinois Department of Children and Family Services

6) Illinois Department of Human Services

7) state or national child care or child advocacy organizations

8) national, state or local family day care home associations

9) Child and Adult Care Food Program sponsors

10) Healthy Child Care Illinois nurses

11) American Red Cross, American Heart Association and other providers of first aid and CPR training that have been approved by the Illinois Department of Public Health

b) Topics or courses to meet the in-service training requirements include, but are not limited to:

1) child care and child development

2) guidance and discipline

3) first aid and CPR

4) symptoms of common childhood illness

5) food preparation and nutrition

6) health and sanitation

7) small business management

8) child abuse and neglect

9) working with parents and families

10) caring for children with disabilities

11) information about asthma and its management

12) Sudden Infant Death Syndrome (SIDS) education (training is required for new applicants and assistants to care for newborns and infants, and every three years thereafter for the life of the license)

13) service obligations under the federal Americans With Disabilities Act (ADA)

14) Shaken Baby Syndrome (training is required for new applicants and assistants licensed to care for newborns and infants, and every three years thereafter for the life of the license)

15) Department-approved Mandated Reporter Training (available on the Department's website; training is required for new applicants and assistants)

16) Sudden Unexpected Infant Death (SUID) (training is required for new applicants and assistants licensed to care for newborns and infants, and every three years thereafter for the life of the license)

c) Training

1) Pre-service andin-service training may be acquired through the following:

A) attending college or university or vocational school classes (clock hours spent in the classroom are counted)

B) attending conferences or workshops (certificate or other proof of attendance, clock hours and subject matter is required)

C) attending state or local child care association meetings when a specific training program is provided by a guest speaker or group member (documentation of attendance, subject matter and clock hours is required)

D) in-home training by a Child and Adult Care Food Program sponsor representative, nurse or other trainer (documentation must include the topic and the clock hours)

E) self-study materials provided by a child care resource and referral (CCR&R) agency (certificate of clock hours must be secured from the CCR&R)

F) internet home study programs if the internet site provides documentation of use and number of clock hours

G) Mandated Reporter Training may be acquired through the Department's website at https://www. dcfstraining.org/manrep/index.jsp

H) viewing of the approved video offered by the National Institutes of Health Back to Sleep Campaign for SIDS and sleeping position of infants

2) The training instructor, speaker or president of the child care organization sponsoring the training may sign the documentation of completion. The child care resource and referral (CCR&R) agency must sign and provide documentation of completion for self-study materials, and the internet site must provide documentation for home study programs.

d) Licensed providers shall complete 15 clock hours of in-service training per period of the licensing year. Caregivers obtaining clock hours in excess of the required 15 clock hours per year may apply up to 5 clock hours to the next year's training requirements.

e) Courses/training approved by the Department in caring for children with disabilities must include the following components:

• Introduction to Inclusive Child Care

• Understanding Child Development in Relation to Disabilities

• Building Relationships with Families

• Preparing for and Including Young Children in the Child Care Setting

• Community Services for Young Children with Disabilities (including Early Intervention services)

(Source: Amended at 40 Ill. Reg. 10769, effective July 29, 2016)