

West Virginia Department of Health and Human Resources

Provider Training Record

Child Care Provider Name: _____

Certificate of Registration Period: _____

A caregiver shall complete eight (8) hours of approved training annually according to the following guidelines:

1. Within six months of initial registration, a caregiver shall obtain:
 - a. Approved training in basic first aid that includes rescue breathing and choke saving.

F.A./Choke Saving Class Date: ___ / ___ / ___
Certification Dates: from: ___ / ___ / ___ to: ___ / ___ / ___
 - b. Two (2) hours of other approved health and safety training.
2. Within twelve (12) months of initial registration, a caregiver shall obtain four (4) additional hours of training in at least one other Core Knowledge/Core Competency area.
3. Thereafter, the caregiver shall complete eight (8) hours of approved training annually, encompassing a minimum of two (2) Core Knowledge/Core Competency areas.
4. Caregivers completing approved training modules lasting more than eight (8) hours may elect to apply those training module hours over and above eight (8) to the following year's training requirement. Training hours that may be carried over include hours earned through the West Virginia Infant and Toddler Professional Development Program, Components of Quality Care and Education Modules and the Apprentice for Child Development Specialist or other coursework approved by the Department.
5. The caregiver shall maintain a training record with certificates of attendance for training completed during the registration period.

An individual training may have more than one core competency. If so, all of them would count.

Core Competency Codes

CGD	Child, Growth, & Development	COA	Child Observation & Assessment
HSN	Health, Safety & Nutrition	FC	Family and Community
PIR	Positive Interactions & Relationships	PM	Program Management
C	Curriculum	P	Professionalism

Date	Title of Class	Code	Hours