

Training Requirements for Child Care Centers and Preschools

Staff working in child care centers and preschools are required by State licensing rules 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 Department of Early Childhood also approves trainers who offer the required courses. Approved training vendors can be found at <https://cdec.colorado.gov/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	PDIS Course Hours
Complete Prior to Caring for Children					
Building and Physical Premises Safety/ Storage of Hazardous Materials and Bio-Contaminants	2.213.A	Directors should develop a plan and train all staff	One time, update as needed	All staff responsible for the care and supervision of children	Not applicable
CPR and First Aid Certification*	2.213.E 2.216.B.1.e 2.216.C.1.3 2.220.F 2.227.C.2	Available through approved vendors	Listed on certificate	All staff required by rule to be certified in First Aid & CPR	Not applicable
Emergency and Disaster Preparedness for Child Care Providers	2.133.A	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	1.5 hours
Standard Precautions	2.213.B	Available online on the Colorado Shines PDIS or through approved training vendors	Annually	All staff responsible for the care and supervision of children	1.5 hours
Complete within 30 Calendar Days of Employment					
Introduction to First Aid and CPR*	2.213.F	Available on the Colorado Shines PDIS	Every 2 years	All staff NOT required by rule to be certified in First Aid and CPR	1 hour
Preventing and Responding to Child Abuse and Neglect	2.213.G	Available on the Colorado Shines PDIS and through County Department of Human Services	Annually	All staff responsible for the care and supervision of children	2.5 hours

* Does not count toward annual training requirements
+ Previous course completions satisfy this requirement



Complete within 90 Calendar Days of Employment					
Introduction to Early Intervention and Preschool Special Education Programs	2.213.H	Available on the Colorado Shines PDIS	One time*	All staff responsible for the care and supervision of children	1 hour
Recognizing the Impact of Bias on Early Childhood Professionals	2.213.I	Available on the Colorado Shines PDIS and through Department approved vendors	One time*	All staff responsible for the care and supervision of children	1 hour (SE)
Child development training	2.213.I	Training that reviews the major child development domains will meet this requirement. Some options are available on the Colorado Shines PDIS.	One time*	All staff responsible for the care and supervision of children	Varies, 1 hour minimum

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	PDIS Course Hours
Complete Prior to Caring for Children					
Infant Safe Sleep Practices	2.213.C	Available on the Colorado Shines PDIS or through approved vendors.	Annually	All staff caring for children under the age of 1 year	1.5 hours
Prevention of Shaken Baby Syndrome and Abusive Head Trauma	2.213.D	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	1 hour
Medication Administration Training	2.220.F 2.217.A.9	Part 1 is available on the PDIS and through approved vendors; Part 2 is available through vendors.	Every 3 years with annual delegation	At least one staff on duty at all times, and all other staff designated to administer medications	4 hours
Precautions in Transporting Children	2.227.C.9	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	4 hours
Complete within 30 Calendar Days of Employment					
Child Care and Preschool Immunizations	2.213.N	Available on the Colorado Shines PDIS	Annually	Staff responsible for children's immunization records	1.5 hours

* Does not count toward annual training requirements

+ Previous course completions satisfy this requirement

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COLORADO
Department of Early Childhood

Training for Directors

Course	Licensing Rule	Where to Find the Training	Frequency	Who Needs to Take It	PDIS Course Hours
Complete within 90 Calendar Days of Employment					
Introduction to Child Care Health Consultation	2.213.K	Available on the Colorado Shines PDIS	One time ⁺	All directors and assistant directors	1 hour
Working with an Early Childhood Mental Health Consultant	2.213.J	Available on the Colorado Shines PDIS	One time ⁺	All directors and assistant directors	1 hour (SE)

General Annual Training Requirements

Each year, the following are also required:

- It is required for all license types to have fifteen (15) hours of annual training, with at least three (3) hours with a focus on social-emotional development
- All of the courses listed above count toward these 15 hours within the 12 months they are completed, except for CPR and First Aid Certification, which is marked with an asterisk (*).
- Ongoing professional development and social/emotional hours can be obtained on the PDIS or from other sources that provide a certificate that meets the [external training requirements](#). For more information, please go to the PDIS > Resources > [Learning and Training Support](#).



* Does not count toward annual training requirements
 + Previous course completions satisfy this requirement