



## Module 4 Summary

Here is a summary of Key Points for **Module 4: Training, Background Screening, and Personnel Records.**

### Key Point



New child care personnel must begin training within 90 days of employment in the industry.

The 40-hour introductory training must be successfully completed through passage of a competency exam or earning an educational exemption.

The 40-hour introductory training for school-age child care personnel requires specific coursework.

Child care personnel must complete early literacy and fire extinguisher training, as well as safe sleep and shaken baby syndrome training, if applicable.

A first aid and CPR certified staff member must be present at all times while children are in care.

Child care personnel must complete 10 hours of early childhood education training annually.

Child care programs must have credentialed staff working in the program at least 20 hours per week.

Each child care facility must have a credentialed director.

Child care personnel must pass a Level 2 background screening as a condition of employment.

Child care programs must have complete personnel files for each employee and volunteer working at the facility.

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