

## DCF 251.05 Staff.

(1) DEFINITION. In this section, the “Wisconsin Registry” means a brand of The Registry, Inc., a professional development recognition agency.

**Note:** For further information, see <https://www.wiregistry.org>.

### (2) STAFF RECORDS.

(a) The licensee shall maintain a file on each employee or contracted employee. The file shall be available for examination by the licensing representative at the center and shall include all of the following:

*Files for staff must be available on the employee’s first day of work. When a center utilizes substitutes from an agency that is not the licensee, the agency may be responsible for collecting and maintaining the required staff file information on the substitute. The licensee is responsible for ensuring that the required information is present in the file and that the file is available for review by the licensing representative.*

*Information contained in a staff file may be transferred with a staff person if they started to work at a new/different location operated by the same licensee. An orientation specific to the new location is required. If an employee has not worked at a specific location for more than 6 months, a new orientation is required.*

*At the time of initial licensure, staff files including documentation of educational requirements are required for the person who is identified as the center administrator and the person who is identified as the center director.*

*Background check information required under subdivision 2. below, documentation of the days and hours a person is included in the staff-to-child ratios required under subdivision 6. below, and continuing education documentation required under subdivision 7. below are not required to be kept in the individual’s personnel file; however, these records must be readily available for review by the licensing specialist. There is no retention requirement for staff files. Licensees are encouraged to consult with an attorney and/or an accountant for other potential record retention requirements.*

*Licensees wishing to maintain electronic files or an electronic system for staff should ensure all of the following: the files must be available for review by the licensing specialist during a licensing visit and the files must contain all the required information including the appropriate department-required forms if applicable.*

1. The employee’s name, address, date of birth, education, position, previous work experience in child care, including the reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency.

**Note:** The licensee may use the department’s form, *Staff Record - Child Care Centers*, or the licensee’s own form for recording staff information. The form is available at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

*See s. 111.31 – 111.395 Wis. Statutes Wisconsin Fair Employment Law. It is not illegal to ask for age or date of birth on an employment form. Employers are prohibited from using age as a basis for discharging or failing or refusing to hire an individual and are prohibited from discriminating in compensation, terms, conditions or privileges of employment because of age. See <https://dwd.wisconsin.gov/er/civilrights/discrimination/> for more information.*

2. Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13 and the person is eligible to work in a child care program.

**Note:** Information on child care background checks is available at <https://dcf.wisconsin.gov/cbgcheck>.

**251.05(2)(a)2. Note: continued**

*The licensee may submit a Background Check Request (BCR) for new staff through the CCPP. The digital form must be submitted initially and reviewed every five years at the time the five-year fingerprint check is due. The CCPP may be accessed here:*

*<https://mywchildcareproviders.wisconsin.gov/>. Per s. 48.686 (4m) (c), individuals may not begin working or residing at the child care center until they receive preliminary eligibility. New employees or new household members may begin working or residing at a group child care center with preliminary eligibility results, but they must be under supervision of someone with final eligibility until the new employee or household member receives final eligibility.*

*As of 09/30/2018, the Preliminary Eligibility Determination and/or Final Eligibility Determination notices are the documentation accepted as the results of a complete child care background check.*

3. a. A report on a physical examination that was completed not more than 12 months prior to nor more than 30 days after the person was hired. The physical examination report may be a printout of an electronic record from a medical professional or on a form provided by the department. The report shall be signed and dated by a licensed physician, physician's assistant, or other EPSDT provider. The report shall indicate that the person is free from illnesses detrimental to children, including tuberculosis, and that the person is physically able to work with young children.

*See DCF 251.03 (10s) – DEFINITION – EPSDT PROVIDER.*

*An initial physical exam is required; subsequent physical exams are not required.*

*An employee who works for a single licensee with multiple sites may use the original physical exam; no exception is necessary.*

b. The health examination requirement in subd. 3. a. does not apply to a provider who requests an exemption based on the provider's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with a bona fide religious sect or denomination.

**Note:** The department's form, *Staff Health Report - Child Care Centers*, is used for recording physical examination information. Forms are available on the department's website, <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

4. a. A certificate from the Wisconsin Registry documenting that the person has met the educational qualifications for the position under sub. (3) if the person has worked as a teacher, director, or administrator at the center for at least 6 months. A copy of an educator's license issued by the department of public instruction as a teacher may substitute for a certificate from the Wisconsin Registry.

*For the purposes of this rule, 6 months is calculated as total employment for an individual employed at child care programs operated by the same licensee and same location. If the licensee has more than one child care program at the same location, such as a year-round group child care and a summer day camp, employees moving between programs are considered continuously employed.*

*Information about obtaining a Wisconsin Registry certificate can be found on the Wisconsin Registry's website: <http://www.wiregistry.org>.*

*Course completion post cards for department-approved, non-credit entry-level training may not replace a Wisconsin Registry certificate that indicates a person's placement level on the career ladder. An individual's Wisconsin Registry learning record will be accepted if it documents the individual's Wisconsin Registry level and the position(s) for which the individual is qualified.*

*A teaching license issued by the Wisconsin Department of Public Instruction or by another state may be used in place of a Wisconsin Registry certificate. Teaching licenses need not be current.*

*A person holding a substitute, paraprofessional, or teaching assistant license issued by DPI must have a Wisconsin Registry certificate indicating that they meet the requirements for the position held.*

b. For school-age administrators, school-age directors, and school-age program leaders who have been in the position for 6 months or more, a certificate from the Wisconsin Registry.

d. For persons not required to have a certificate from the Wisconsin Registry, including assistant child care teachers, program aides, school-age group leaders, school-age program aides, meal preparation personnel, substitutes, volunteers, and student teachers and a child care teacher, center director, administrator, school-age administrator, school-age director, or school-age program leader who has not worked for the center for more than 6 months, documentation of the person's educational qualifications.

*A copy of an individual's learning record obtained from the Wisconsin Registry may be used to document completion of entry-level training for those persons who are not required to have a Wisconsin Registry certificate on file.*

**Note:** Information about how to obtain a certificate may be obtained from the Wisconsin Registry's website, <http://www.wiregistry.org> or by calling 608-222-1123.

5. For persons required to have a high school diploma or its equivalent, documentation of a high school diploma or its equivalent as determined by the Wisconsin department of public instruction.

*This requirement only applies to those positions that require a high school diploma, including a child care teacher, center director, and administrator.*

*Individuals who have earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

*Documentation includes a high school graduation date on transcripts from an institution of higher education or verification by the Wisconsin Registry after May 31, 2019. Documentation of a 2 or 4 year degree will meet the requirement of having a high school diploma in the file.*

6. Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio shall be maintained by the center.

7. Documentation of compliance with continuing education requirements under sub. (4) (c).

*The Department forms Staff Continuing Education Record – Child Care Centers or Continuing Education Record – Independent Reading/Video Viewing may be used to document compliance with continuing education requirements. The Wisconsin Registry certificate, or a print-out from the individual's learning record maintained by the Wisconsin Registry, may be used to document continuing education. See Appendix F, Instructions for Obtaining Department Forms.*

8. Documentation of compliance with orientation requirements under subd. (4) (a).

(b) A licensee shall maintain a file on each student teacher and each adult who works at the center and is compensated for their work from a source other than the center. The file shall contain the information specified in par. (a) 1., 2., and 3.

*District-employed 4K teachers working in a child care center are required to complete a DCF background check unless the district-employed teacher meets ALL of the following criteria:*

### 251.05(2)(b) continued

- *Contract and/or center policies specify district-employed teachers are not to have unsupervised access to children in the center.*
- *District-employed teachers are not used to meet staff-to-child ratios in accordance with requirements under DCF 251.*
- *District-employed teachers do not meet the definition of caregiver as defined in Wisconsin statute 48.646.*
- *District-employed teachers work under the supervision of an individual who has received final eligibility.*

*If the center/district contract and center's policies provide declarations and assurances indicating the district-employed 4K teacher meets all of the criteria, the district-employed teacher may be exempt from the DCF background check requirements. If it is determined the center is in violation of the exemption (by not abiding by the contract or following the center's own policies) the center may be issued a non-compliance statement or subject to enforcement action.*

*See Appendix D Resources List: Collaborative Child Care Programs – Frequently Asked Questions.*

### (3) QUALIFICATIONS OF STAFF.

*Exceptions will not be granted for staff who do not meet entry-level training qualifications.*

(a) *Competency.* A child care worker, center administrator, center director, and volunteers counted in staff-to-child ratio shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.

(b) *Training on preventing abusive head trauma.* Each child care worker, center administrator, center director, volunteer counted in staff-to-child ratio, or substitute who provides care and supervision to children under 5 years of age shall document completion of department–approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children under 5 years of age.

**Note:** Department–approved training in the prevention of abusive head trauma is included in the department–approved non–credit courses called *Introduction to the Child Care Profession* and *Fundamentals of Infant and Toddler* or the credit-based course called *Health, Safety and Nutrition* offered by a Wisconsin technical college, if the course was taken after 7/1/05.

*As of September 1, 2020, the new training is titled Abusive Head Trauma Prevention Training for Child Care Providers. Providers who completed Shaken Baby Syndrome Prevention training prior to September 1, 2020 are not required to complete the new AHT Prevention training. AHT Prevention training is not the same as child abuse and neglect training and will not fulfill the biennial child abuse and neglect training requirement.*

*Completion of the non-credit, department-approved courses called Introduction to the Child Care Profession and Fundamentals of Infant and Toddler Care taken after July 1, 2005 will meet this requirement. The Assistant Child Care Teacher course taken at the high school level that results in a certificate of completion issued by the Department of Public Instruction also meets this requirement. Documentation that one of these courses was completed after 7/1/05 is all that is required to demonstrate that training in shaken baby syndrome prevention was completed.*

*The credit course “Health, Safety and Nutrition” taken from a Wisconsin Technical College after January 1, 2006 will also meet this requirement. Documentation that the course was completed after January 1, 2006 is all that is required to demonstrate compliance.*

*A Wisconsin Registry certificate or a print-out of the person's learning record from the Wisconsin Registry may also be used to document completion of training in shaken baby syndrome prevention.*

*The Department of Children and Families offers a free online AHT Prevention training that can be found at <https://dcf.wisconsin.gov/ccic/aht-training>.*

*A certificate of completion used to document the required SBS/AHT prevention training must contain all of the following: printed (typed) name of student; printed (typed) name of training agency; printed (typed) date the training was completed; printed (typed) name of approved trainer; printed (typed) name of training; and signature of trainer.*

(c) *Cardiopulmonary resuscitation training.* All employees in regular contact with children shall obtain, maintain and place in the employee's file a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 3 months after beginning to work with children in care. Volunteers included in determining staff-to-child ratios shall obtain a certificate of completion in infant and child cardiopulmonary resuscitation after volunteering for 240 cumulative hours. The time spent obtaining or renewing cardiopulmonary resuscitation training may be counted towards the required continuing education hours.

*Substitutes counted in staff-to-child ratios will need to have CPR/AED training by the time they have worked in a center for 3 months or 240 hours, whichever is later.*

*All staff (employees) in regular contact with children in care are required to have CPR/AED training. For example, if a cook, maintenance person, or administrative assistant has regular contact with children, then that cook, maintenance person, driver, or administrative assistant would need CPR/AED training. Regular contact means that the person has contact with children on a regular basis, even if that contact is in a classroom supervised by teaching staff. Student teachers and volunteers who are not counted in the staff-to-child ratios are not considered staff and do not need to have CPR/AED training.*

*The Department of Health Services, Bureau of Emergency Medical Services (BEMS) approves agencies to offer the CPR with Automated External Defibrillator (AED) training as required by statute. A list of currently approved agencies is available on the BEMS website: [http://dhs.wisconsin.gov/ems/License\\_certification/CPR.htm](http://dhs.wisconsin.gov/ems/License_certification/CPR.htm). The training must result in a certificate of completion. If the certificate of completion does not have a date specifying the length of time for which it is valid, the CPR/AED training must be renewed every year.*

*If the center does not serve infants, the CPR/AED training may be child/adult CPR/AED.*

(cm) Training on child abuse and neglect reporting requirements. Within one week after beginning work at the center and at least every 2 years thereafter, each employee or volunteer who comes in contact with children in care shall complete training in all of the following:

1. Child abuse and neglect laws.
2. How to identify children who have been abused or neglected.
3. The procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

*A free online mandated reporter training from the University of Wisconsin – Madison is available here: <https://media.wcwpds.wisc.edu/mandatedreporter/>.*

*The Department will no longer accept a review of the brochure "It Shouldn't Hurt to Be a Child" to meet this requirement.*

**251.05(3)(cm)3. continued**

*The Department's online training, "Mandated Reporter Online Training," may be used to meet this requirement. "Strengthening Families" or "Darkness to Light" (also known as Stewards of Children) training may also be used to meet this requirement.*

*Training may also be obtained from local child protective services, local law enforcement agencies, or other agencies that provide continuing education experiences. Documentation could be a certificate of attendance at a formal training or completing the continuing education form, or having the employee initial and date the brochure upon review. Training may be counted as continuing education.*

*The Department-approved, entry-level course called Introduction to the Child Care Profession contains training in the identification and reporting of child abuse and neglect and may be used to meet the requirement for 2 years after the completion date of the course.*

**(d) Administrator.**

1. The licensee may act as administrator of a group child care center. If the licensee does not act as administrator, the licensee shall designate a person or persons to be the administrator or administrators of the center. The administrator shall be responsible for the center's management, including personnel, finance, physical plant, and the day-to-day operation of the center.

*One person could fill more than one position (such as administrator and center director) if that person meets the qualifications for each position and all applicable rules.*

*If a center wishes to have two persons filling the position of administrator, each with training in only one component (business or early childhood), an exception may be considered based on their plan as to how they will make decisions. Job descriptions should reflect this situation.*

*The Child Care Information Center has resources available to assist in writing job descriptions <https://dcf.wisconsin.gov/ccic> or toll free at (800) 362-7252.*

2. An administrator, including a licensee that is an administrator, shall meet all of the following conditions:

a. Be at least 21 years of age.

b. Have completed high school or its equivalent, as determined by the Wisconsin department of public instruction.

*A General Education Diploma (GED) or High School Equivalency Diploma (HSED) is equivalent to a high school diploma.*

*Individuals who have earned a Certificate of General Educational Development or a High School Equivalency Diploma may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

3. Before a person assumes the position of administrator, the person shall have all of the following:

a. One year of experience as a manager or satisfactory completion of a noncredit department-approved course or of 2 credits in business or program administration.

*A course from The Registry Administrator Credential will meet this requirement. The department-approved 10-hour Administrator's course taken prior to January 1, 2009 would also meet this requirement.*

b. One year of experience as a center director, as a child care teacher in a group child care center or kindergarten, or as a licensee of a family child care center under ch. DCF 250; or satisfactory completion of a non-credit department-approved course or of 2 credits in early childhood education or its equivalent.

*See commentary under DCF 251.05 (3) (h) and Appendix D Resources List: Entry Level Courses – Early Childhood Professionals.*

4. If the board of a parent cooperative is responsible for management of a center, the requirements under subds. 2. and 3. do not apply.

5. Within one year of assuming the position, each administrator shall complete at least 10 hours of training in supervision or personnel management, if the administrator has not previously received that training. The training may be counted as part of the annual continuing education requirement.

*The 10 hours may include the department-approved 10-hour Administrator's course taken prior to January 1, 2009, Course One in The Registry Administrator Credential (Administration/Supervision in Early Childhood Programs: Role and Responsibilities), or a combination of training opportunities such as conferences, workshops, or correspondence courses.*

(e) Center director.

1. a. A licensee with the applicable qualifications in this paragraph may act as the center director.

b. If the licensee does not act as center director, the licensee shall designate a person or persons to be the center director.

*If a center wishes to have two persons filling the position of director; they both need to be fully qualified. A plan as to how the job duties are assigned should be identified in the job description.*

c. No person may act as the center director for more than 2 full-day or 4 part-day centers.

*See DCF 251.03 (22g) – DEFINITION – PART-DAY CENTER. All part-day centers must have a designated person who meets the qualifications and fulfills the duties of a center director.*

*A part-day program remains part day even when operating full time during vacations, including summer.*

2. The center director shall be responsible for the supervision of the planning and implementation of the center's program for children, the supervision of staff at the center, staff meetings and orientation, and continuing education for staff.

3. A center director for a program licensed to serve 50 or fewer children shall meet all of the following conditions:

a. Be at least 21 years of age.

b. Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.

*A General Education Diploma (GED) or High School Equivalency Diploma (HSED) is equivalent to a high school diploma.*

*Individuals who have earned a Certificate of General Educational Development or a High School Equivalency Diploma may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

c. Have at least 240 hours of experience as a teacher or assistant teacher in a group child care center or other approved setting or have at least 240 hours of experience as a licensee or provider of a family child care center under ch. DCF 250.

*Experience as a licensed family child care provider may be used to meet this requirement.*

**251.05(3)(e)3.c. continued**

*Other settings that may be approved as experience are generally positions with regulatory oversight, including:*

- *Public, private, or parochial school teacher*
- *Student teacher*
- *Substitute teacher*
- *Employment in ECE programs within schools*
- *Certified child care provider*
- *Out of state experience in any of the above.*

*Babysitting and nannyng will not be approved.*

*Please contact the regional licensing office to discuss specific situations; see Appendix A for contact information. Include the name of the program where experience was obtained, the age group worked with, the general description of duties performed, and the approximate number of hours of experience.*

d. Have completed at least one of the preservice training requirements in Table 251.05A prior to beginning work as a center director, except as specified in subd. 5. a. The center director shall also complete any additional training requirements in Table 251.05A as provided.

**Note:** Additional qualifications for school-age only directors are in s. DCF 251.095.

<b>TABLE 251.05A</b>	
<b>Director of a center licensed to care for 50 or fewer children</b>	
<b>Preservice training</b>	<b>Additional training</b>
Four credits in early childhood education.	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
The Registry Program Development Credential	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
The Registry Preschool Credential	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
The Registry Infant Toddler Credential	Within one year of assuming the position, one course in the Registry Administrator Credential
Two non-credit department-approved courses in early childhood education.	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
One noncredit department-approved course and 2 credits in early childhood education.	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
Forty-eight credits from an accredited institution of higher education with at least 3 credits in early childhood education	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
A Child Development Associate (CDA) credential issued by the Council for Professional Recognition	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
A certificate from the Wisconsin Registry indicating the person is preliminarily qualified as a director for a center licensed to care for 50 or fewer children	Within one year of assuming the position, one course in the Registry Administrator Credential or its equivalent
A one-year diploma in child care or early childhood education from an accredited institution of higher education	No additional training required

Preservice training	Additional training
An associate degree in early childhood education or child care from an accredited institution of higher education	No additional training required
A bachelor's degree from an accredited institution of higher education in early childhood education, education, or child development	No additional training required
A license issued by the Wisconsin department of public instruction or the appropriate authority in another state indicating that the person is qualified to act as a pre-kindergarten, kindergarten, or early childhood regular or special education teacher. The license may not be a one-year license with stipulations (formerly known as an emergency license); a 3-year, short-term substitute license; or a 5-year long-term substitute license, as defined by the Wisconsin department of public instruction.	No additional training required

*A license to be a pre-kindergarten, kindergarten, or early childhood regular or special education teacher issued by the appropriate authority in another state is also accepted.*

*Introduction to the Child Care Profession and Skills and Strategies for the Child Care Teacher are the names of the two non-credit department-approved courses that may be used to meet this requirement. The entry-level courses that meet the requirements for family child care may be counted when evaluating the entry-level education requirements for a director of a center serving 50 or fewer children. See Appendix D Resources List: Entry Level – Early Childhood Professionals and Entry Level School-Age Professionals.*

*Correspondence courses and online courses are available from technical colleges and private agencies approved to offer non-credit courses. See Appendix D Resources List: Agencies Approved to Offer Non-Credit, Department-Approved Courses.*

*The Wisconsin Child Care Administrator Credential is now titled The Registry Administrator Credential.*

*The Wisconsin Program Development Credential is now titled The Registry Program Development Credential.*

*The Wisconsin Preschool Credential is now titled The Registry Preschool Credential.*

*The Wisconsin Infant-Toddler Credential is now titled The Registry Infant Toddler Credential.*

*Any of the first 5 courses in The Registry Administrator Credential may be used to meet the requirement for one additional course. Child Care Administrator or Director Credentials that are credit based and issued by another state are considered equivalent to the Wisconsin credential. When one course is required, a course in program administration taken as part of an associate or bachelor's degree in early childhood education may be taken in place of a course in The Registry Administrator Credential. No exception is necessary. See Appendix D Resources List: The Registry Administrator Credential.*

4. A center director for a program licensed to serve 51 or more children shall meet all of the following conditions:
  - a. Be at least 21 years of age.
  - b. Have completed high school or its equivalent, as determined by the Wisconsin department of public instruction.

**250.05(3)(e)4.b. continued**

*Individuals who have earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

c. Have at least 2 years of experience as a child care teacher or center director in a group child care center or other approved setting.

*Experience in a family child care center may be counted toward the experience requirement for the center director of a center licensed to care for 51 or more children.*

*Other settings that may be approved as experience are generally positions with regulatory oversight, including:*

- *Public, private, or parochial school teacher*
- *Student teacher*
- *Substitute teacher*
- *Employment in ECE programs within schools*
- *Certified child care provider*
- *Mentoring or tutoring through a community-based organization*
- *Out of state experience in any of the above.*

*Babysitting and nannying will not be approved.*

*Please contact the regional licensing office to discuss specific situations; see Appendix A for contact information. Include the name of the program where experience was obtained, the age group worked with, the general description of duties performed, and the approximate number of hours of experience.*

d. Have completed one of the preservice training requirements in Table 251.05B prior to beginning work as a center director, except as specified in subd. 5. b. The center director shall also complete any additional training requirements in Table 251.05B as provided.

<b>TABLE 251.05B Director of a center licensed to care for 51 or more children</b>	
<b>Preservice Training</b>	<b>Additional Training</b>
Eight credits in early childhood education from an institution of higher education. Up to 2 courses in the Registry Administrator Credential series may be used to meet the early childhood education requirement if taken prior to beginning to work as a center director	Within 3 years of assuming the position the Registry Administrator Credential
The Registry Program Development Credential	Within 3 years of assuming the position, the Registry Administrator Credential
The Registry Preschool Credential	Within 3 years of assuming the position, the Registry Administrator Credential
The Wisconsin Infant – Toddler Credential	Within 3 years of assuming the position, the Registry Administrator Credential
A combination of 4 credits and 2 noncredit department-approved courses in early childhood education. Up to 2 courses in the Registry Administrator Credential series may be used to meet the early childhood education requirement if taken prior to beginning to work as a center director	Within 3 years of assuming the position, the Registry Administrator Credential

Preservice training	Additional training
A certificate from The Wisconsin Registry indicating that the person is preliminarily qualified as a director for a center licensed to care for 51 or more children	Within 3 years of assuming the position, the Registry Administrator Credential
An associate degree in early childhood education or child care from an accredited institution of higher education.	No additional training required
A bachelor's degree in early childhood education, education, or child development from an accredited institution of higher education	No additional training required
A license issued by the Wisconsin department of public instruction or the appropriate authority in another state to be a pre-kindergarten, kindergarten, or early childhood regular or special education teacher. The license may not be a one-year license with stipulations (formerly known as an emergency license); a 3-year, short-term substitute license; or a 5-year long-term substitute license, as defined by the Wisconsin department of public instruction	No additional training required

*Introduction to the Child Care Profession and Skills and Strategies for the Child Care Teacher are the non-credit, department-approved courses that will meet the requirement for 2 of the 4 courses in this rule. Prior to January 1, 2009, there were 2 additional non-credit, department-approved courses called Center Administrator and Center Director that could be taken to meet the requirement for four non-credit, department-approved courses. The Center Director and Center Administrator courses, taken prior to January 1, 2009, may continue to be used to meet the requirement for four courses. However, after January 1, 2009, the non-credit Center Director and Center Administrator courses are no longer approved.*

*Transcripts alone do not indicate a person has obtained an administrator credential. The person must have an indication on the Registry Certificate or a copy of the credential certificate to indicate that the credential has been obtained.*

*The Wisconsin Child Care Administrator Credential is now titled The Registry Administrator Credential. The Wisconsin Program Development Credential is now titled The Registry Program Development Credential.*

*The Wisconsin Preschool Credential is now titled The Registry Preschool Credential.*

*The Wisconsin Infant-Toddler Credential is now titled The Registry Infant Toddler Credential.*

*See Appendix D Resources List: Agencies Approved to Offer Non-Credit, Department-Approved Courses; Entry Level Courses – Early Childhood Professionals; and Entry Level Courses – School-Age Professionals.*

5. a. Notwithstanding subd. 3. d., a person is not required to complete preservice training under Table 251.05A if the person was employed as the director of a center licensed to serve 50 or fewer children prior to September 30, 2019, and met the preservice training requirement with a certificate from the Wisconsin Registry indicating the person was on Registry Level 12 or above.

b. Notwithstanding subd. 4. d., a person is not required to complete preservice training specified in Table 251.05B if the person was employed as the director of a center licensed to serve 51 or more children prior to September 30, 2019, and met the preservice training requirement with a certificate from the Wisconsin Registry indicating the person was on Registry Level 14 or above.

**251.05(3)(f)**

(f) Child care teacher.

1. A child care teacher shall plan, implement, and supervise the daily activities for a group of children.
2. A person who is a child care teacher shall meet all of the following conditions:
  - a. Be at least 18 years of age.
  - b. Have completed high school or its equivalent, as determined by the Wisconsin department of public instruction.

*A General Education Diploma (GED) or High School Equivalency Diploma (HSED) is equivalent to a high school diploma.*

*Individuals who have earned a Certificate of General Educational Development or a High School Equivalency Diploma may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>*

- c. Have at least 240 hours of experience as an assistant child care teacher in a group child care center, as a licensed family child care provider, or in another approved early childhood setting.

*Experience as a licensed family child care provider may be used to meet this requirement. Experience in unregulated care settings is not acceptable.*

*Other settings that may be approved as experience are generally positions with regulatory oversight, including:*

- *Public, private, or parochial school teacher*
- *Student teacher*
- *Substitute teacher*
- *Employment in ECE and school-age programs within schools*
- *Certified child care provider*
- *Mentoring or tutoring through a community-based organization*
- *Out of state experience in any of the above.*

*Babysitting and nannying will not be approved.*

*Please contact the regional licensing office to discuss specific situations; see Appendix A for contact information. Include the name of the program where experience was obtained, the age group worked with, the general description of duties performed, and the approximate number of hours of experience.*

3. Prior to assuming the position, a person hired to be a child care teacher shall complete or obtain one of the following:
        - a. Four credits in early childhood education or its equivalent.

*See Appendix D Resources List for Entry Level Courses – Early Childhood Professionals and Entry-Level Courses – School-Age Professionals.*

- b. Two non-credit department-approved courses in early childhood education.

**Note** The non-credit courses approved by the department to meet the entry level training requirements for a child care teacher are *Introduction to the Child Care Profession* and *Skills and Strategies for the Child Care Teacher* or the assistant child care teacher or child care teacher training programs approved by the Wisconsin department of public instruction.

*Correspondence courses and online courses are available from technical colleges and private agencies approved to offer non-credit courses.*

*The Department of Public Instruction programs are titled Assistant Child Care Teacher Certificate Program and the Child Care Services Certificate Program.*

*See Appendix D Resources List: Agencies Approved to Offer Non-Credit, Department-Approved Courses.*

bm. Two credits in early childhood education and one noncredit department-approved course in early childhood education.

c. A certificate from the Wisconsin Registry indicating that the person is qualified as a child care teacher.

d. The Registry Preschool Credential.

*The Wisconsin Preschool Credential is now titled The Registry Preschool Credential.*

e. The Registry Infant Toddler Credential.

*The Wisconsin Infant-Toddler Credential is now titled The Registry Infant Toddler Credential.*

f. Forty-eight credits from an institution of higher education with at least 3 credits in early childhood education or its equivalent.

*See Appendix D Resources List: Entry Level – Early Childhood Professionals and Entry-Level – School-Age Professionals.*

g. A one-year child care diploma in child care or early childhood education from an institution of higher education.

h. An associate degree in early childhood education or child care from an institution of higher education.

i. A Child Development Associate credential issued by the Council for Professional Recognition.

*The Child Development Associate credential offered by the Lac Courte Oreilles Ojibwe College also meets this requirement.*

j. Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education.

*Other Montessori teacher training organizations approved by the Montessori Accreditation Council (MACTE) include: National Center for Montessori Education, Association Montessori Internationale (AMI), Montessori St. Nicholas, London Montessori Center, Montessori Institute of America, International Association Montessorians, and Pan American Montessori Society. If program staff received training from a training organization approved by MACTE, this training would be acceptable.*

k. A license issued by the Wisconsin department of public instruction or the appropriate authority in another state to be a pre-kindergarten, kindergarten, or early childhood regular or special education teacher. The license may not be a one-year license with stipulations (formerly known as an emergency license); a 3-year, short-term substitute license; or a 5-year long-term substitute license, as defined by the Wisconsin department of public instruction.

**Note:** Information on how to obtain or renew a Wisconsin department of public instruction teacher license is available on the DPI website, <http://dpi.wi.gov/tepd/>.

L. A certificate from the department of workforce development, bureau of apprenticeship standards, as a child development specialist.

(g) Assistant child care teacher.

1. An assistant child care teacher shall work under the supervision of a child care teacher with a group of children.

2. Except as provided under subd. 3., a person hired to be assistant child care teacher shall be qualified in one of the following ways:

**251.05(3)(g)2.a.**

a. Be at least 18 years old and have satisfactorily completed 2 credits in early childhood education or its equivalent within 6 months after assuming the position.

*See Appendix D Resources List for Entry Level Courses – Early Childhood Professionals and Entry-Level Courses – School-Age Professionals.*

b. Be at least 18 years old and have satisfactorily completed one, non-credit department-approved course in early childhood education within 6 months after assuming the position.

**Note:** *Introduction to the Child Care Profession* is the non-credit course that is approved by the department to meet the entry level training requirements for a child care assistant teacher. Information on agencies offering the department-approved course is available on the department's website at <http://dcf.wisconsin.gov>.

*See Appendix D Resources List: Agencies Approved to Offer Non-Credit, Department-Approved Courses.*

*The Wisconsin Registry maintains a database that lists available training opportunities, including entry-level courses, which can be found at [www.wiregistry.org](http://www.wiregistry.org).*

*Evidence of completion of an early childhood education course must be available within 6 months after assuming the position.*

*The 40-hour Family Child Care Course (or module 1 – Family Child Care Certification and module 2 – Family Child Care Licensing) taken prior to September 1, 2003, may be accepted in place of the Introduction to the Child Care Profession course.*

c. Be at least 17 years of age and have satisfactorily completed an assistant child care teacher training program approved by the Wisconsin department of public instruction, 2 credits in early childhood education or its equivalent, or a noncredit department-approved course in early childhood education.

*High school courses that meet the preservice training requirements will result in a certificate issued by the Department of Public Instruction (DPI); a grade report or high school transcript will not be accepted. A certificate will be issued when both grade and attendance meet the specifications designated by DPI.*

*If a person believes they took the DPI course while in high school, but no longer has the certificate, the person should submit an application for a Wisconsin Registry certificate. The Wisconsin Registry has a list of all students who completed the DPI-approved course since the program's inception in 1999. The Wisconsin Registry certificate will indicate that the person is qualified as an assistant and the person's learning record will include the DPI-approved course.*

*Individuals at least 17 years of age may work as an assistant upon completion of a DPI-approved course. These individuals may never be left in sole supervision of children including the first and last 2 hours of operation.*

*SEE DCF 251.055 (1) (i) – PERSON IN SOLE CHARGE OF CHILDREN – MINIMUM AGE and DCF 251.055 (1) (c) – SUPERVISION – OPENING AND CLOSING HOURS.*

3. A parent serving as an assistant child care teacher in a center operated by a parent cooperative is exempt from the training requirements under subd. 2.

*Parents serving as assistant child care teachers in centers other than parent co-op must meet the requirements under 251.05(3)(g).*

*See DCF 251.03(21) – DEFINITION – PARENT COOPERATIVE*

(gm) *Program aide.* A program aide shall work under the direction and supervision of a child care teacher.

2. A person who is a program aide shall be at least 16 years of age.
3. A person hired as a program aide shall have satisfactorily completed at least one of the following no later than 6 months after assuming the position:
  - a. An assistant child care teacher training program approved by the Wisconsin department of public instruction.

*17-year-olds may work as a program aide if they meet all educational qualifications for an assistant child care teacher.*

*Coursework completed in a high school outside the state of Wisconsin is not acceptable as an equivalent to the Assistant Child Care Teacher (ACCT) Skills Certificate Program, as the coursework will not include regulatory information specific to Wisconsin.*

*Coursework for Credit is acceptable towards qualifying as a program aide.*

- b. A noncredit department-approved course in early childhood education.

**Note:** Introduction to the Child Care Profession is the noncredit course approved by the department to meet the entry-level training requirements for a program aide.

*The Assistant Child Care Teacher (ACCT) Skills Certificate Program offered by the Department of Public Instruction is an equivalent course to Introduction to the Child Care Profession. Abusive head trauma is covered in the curriculum.*

4. A program aide may not be counted in the required staff-to-child ratios under Table DCF 251.055.

*Some examples of program aide responsibilities can include but are not limited to cleaning and organizing child care equipment, toys, and premises; setting up art projects and small and large group activities; and running errands for staff.*

(gr) *Meal preparation personnel.* Personnel who help prepare meals shall meet all the following conditions:

1. Be at least 17 years of age.
2. Participate in the orientation under sub. (4) (a).
3. a. Except as provided in subd. 3. b., complete and document at least 4 hours of training in kitchen sanitation, food handling, and nutrition prior to beginning work, and one hour of training in kitchen sanitation, food handling, and nutrition annually thereafter.
  - b. Staff in school-age program who help prepare meals shall complete one hour of annual training in kitchen sanitation, food handling, and nutrition.

*The requirement for annual training in kitchen sanitation, food handling and nutrition applies to individuals who prepare food. Individuals who only serve food are not required to obtain this training.*

*A formal course in food handling is not required. Technical Colleges offer food handler courses. The USDA Child and Adult Care Food Program (CACFP) offers training to centers who are receiving CACFP funding that will meet this requirement. Continuing education in excess of the 4 hours required per year may be used to meet the annual requirement in the 2 years following completion. See DCF 251.05 (4) (c) 3. – CONTINUING EDUCATION – CARRY OVER HOURS.*

(h) *Non-credit course criteria.* Non-credit courses offered to meet the non-credit course requirements specified in this subsection shall contain the components prescribed by the department and shall be approved by the department before being offered. The department may at any time withdraw its approval of a non-credit course. Instructors of non-credit department-approved courses shall be approved by the department prior to teaching a course.

### 251.05(3)(h) Note:

**Note:** Information on the process for obtaining department approval for noncredit courses may be obtained from the Wisconsin Registry at <http://www.wiregistry.org> or 608-222-1123. A list of agencies approved to offer noncredit department-approved courses is available on the department's website at <http://dcf.wisconsin.gov>.

*The department has approved the following non-credit courses as meeting the requirements for entry-level training for a child care provider:*

- *10-hour Administrator course (meets the 10 hours of training in supervision or personnel management for administrators or center directors).*
- *Center Administrator (40 hours or more). No longer approved. Taken prior to January 1, 2009, this course may be used as one of the 4 courses required for a center director of a large child care center licensed to care for 51 or more children or as the one course in business required for a center administrator.*
- *Center (Program) Director (40 hours or more). No longer approved. Taken prior to January 1, 2009, this course may be used as one of the 4 courses required for a center director of a large child care center licensed to care for 51 or more children.*
- *Fundamentals of Infant and Toddler Care (persons working with children under age 2).*
- *Introduction to the Child Care Profession (course for administrators, assistant teachers, substitutes, volunteer counted in staff-to-child ratios, and the 1st course for teachers and center directors). The 40-hour family child care course taken prior to Sept 1, 2003 may be accepted in place of the Introduction to the Child Care Profession course.*
- *Introduction to the School Age Care Profession (meets the requirements for an assistant teacher, child care teacher, and center director in a school-age only program).*
- *Skills and Strategies for the Child Care Teacher (2nd course for teachers and directors in a licensed center).*
- *Skills and Strategies for the School Age Care Teacher (meets the requirements for the second course for a child care teacher, and center director in a school-age only program).*

*Beginning July 1, 2000, all persons who complete a department-approved non-credit course offered by a private agency used to meet entry-level qualifications are issued a certificate of completion from the Wisconsin Registry. The certificate of completion issued by the Wisconsin Registry, information contained on the individual's learning record maintained by the Wisconsin Registry, or a Wisconsin Registry certificate indicating the person has met the qualifications for the position held are the only documentation of successful course completion that will be accepted for department-approved courses offered by private agencies taken after July 1, 2000.*

*Successful completion of entry-level courses taken through an institution of higher education will be documented on a transcript.*

*High school courses that meet the entry-level training requirements will result in a certificate issued by the Department of Public Instruction; a grade report or high school transcript will not be accepted. A person holding a DPI paraprofessional or teacher aide license will need to document that they have completed the appropriate entry level training.*

*See Appendix D Resources List: Agencies Approved to Offer Non-Credit, Department-Approved Courses.*

#### *(i) Substitutes.*

1. When a regular required staff member is absent from a center, there shall be a substitute who is at least 18 years of age.

*If someone is scheduled to work in a classroom on a regular basis, they must be qualified. If an individual is replacing a regularly scheduled employee as a substitute, the center must be able to demonstrate who the regularly scheduled person in that classroom is during those hours. If there is no regularly scheduled person except the "substitute," then, by default, the "substitute" is the regularly scheduled person and must meet the qualifications for that position.*

2. A substitute who is employed by the same licensee for more than 240 hours shall complete at least 2 credits or one noncredit, department-approved course in early childhood education before completing 240 cumulative hours of work as a substitute.

**Note:** The course for credit called *Health, Safety and Nutrition* offered by a Wisconsin technical college or the department-approved, non-credit course called *Introduction to the Child Care Profession* may be used to meet this requirement and if taken after July 1, 2005 also contains the department-approved training on preventing abusive head trauma. Information on agencies offering the department-approved course is available on the department's website at <http://dcf.wisconsin.gov>.

3. The center director or designee shall maintain a record of the days and hours worked by each substitute.

(j) Volunteers and student teachers.

1. Volunteers and student teachers shall participate in the orientation required under sub. (4) (a).

2. A volunteer who is used to meet a center's required staff-to-child ratios under s. DCF 251.055 shall complete at least 2 credits or one noncredit, department-approved course in early childhood education before completing 240 cumulative hours of work as a volunteer.

**Note:** The 3-credit course called *Health, Safety and Nutrition* offered by a Wisconsin technical college or the department-approved, noncredit course called *Introduction to the Child Care Profession* may be used to meet this requirement and if taken after 7/1/05 also contain the department-approved training in shaken baby syndrome prevention. Information on agencies offering the department-approved course is available on the department's website at <http://dcf.wisconsin.gov>.

3. A volunteer who is not included in determining the center's required staff-to-child ratios under s. DCF 251.055 shall have training in child care programming and procedures before working with children in care. The training shall include the responsibilities of the volunteer, general child supervision techniques, a review of the daily schedule and general health and safety practices including meal or snack preparation, dishwashing, toileting, personal hygiene and emergency evacuation procedures. This includes volunteers working in a center operated by a parent cooperative.

*To determine background check requirements for volunteers, see the Department's website: <https://dcf.wisconsin.gov/cclicensing/cbc>.*

*The form titled Volunteer Training Confirmation – Group Child Care Centers is not a required form; however, use of this form will help the licensee ensure compliance with this section. Documentation of training should be kept on file at the center.*

4. The center director or designee shall coordinate the volunteer program and keep on file documentation of the hours worked by volunteers who are used to meet staff-to-child ratios.

5. A volunteer used to meet the required staff-to-child ratios under s. DCF 251.055 shall be at least 18 years of age.

(k) Provider health.

1. No licensee, employee, volunteer, visitor, or other person with symptoms of serious illness that presents a safety or health risk to children or a communicable disease that is reportable under ch. DHS 145 and transmitted through normal contact may be in contact with children in care.

2. No licensee, employee, volunteer, visitor, or other person whose behavior gives reasonable concern for the safety of children may be in contact with the children in care.

### 251.05(3)(k)3.

3. The department may require a licensee, employee, or other person in contact with the children whose behavior gives reasonable concern for the safety of children to submit to an examination by a licensed mental health professional as a condition of licensure or employment.

**Note:** See also s. DCF 251.11 (1) (f), which requires a written statement from a physician or licensed mental health professional when there is reason to believe that the physical or mental health of a person may endanger children in care.

4. No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease may work in a center until it is determined by appropriate tests that the person is not a carrier of the disease.

#### (4) STAFF DEVELOPMENT.

(a) *Orientation.* Except as provided under subd. 14., each center shall develop and implement a written orientation program that all new employees, substitutes, and regular volunteers shall complete and document within their first week at the center. The orientation program shall cover all of the following:

*Completion must be documented on an orientation form which is initialed and dated by the staff person and trainer. The department's form Staff Orientation Checklist – Group Child Care Centers will meet this requirement but is not required.*

*In addition to the items specified in this section, orientation may be modified to address specific jobs. For example, orientation for a cook might include safe food handling procedures, sanitizing food contact surfaces, portion sizing, and menu planning.*

**Note:** See DCF 251.08 (4) (b) for orientation requirements for persons transporting children.

1. A review of this chapter.
2. A review of center policies and procedures required under s. DCF 251.04 (2) (h).
3. A review of the center emergency plans required under s. DCF 251.04 (2) (h) 9., including fire and tornado evacuation plans and the operation of fire extinguishers.
4. Prevention and response to emergencies due to food and allergic reactions.
5. First aid procedure.

*Procedures that should be addressed include:*

- *Emergency procedures followed in obtaining emergency medical care.*
- *Routine procedures for treatment of minor injuries.*
- *First aid measures for serious accidents.*
- *Planned source of emergency medical care.*

*Training in first aid procedures does not mean a formal first aid course is required. Appropriate training tools include the First Aid Guide for Parents and Caregivers created by the American Academy of Pediatrics, available at <https://www.healthychildren.org/English/safety-prevention/at-home/Pages/First-Aid-Guide.aspx>, or the First Aid Chart prepared by the Committee on Accident Prevention and the Subcommittee on Accidental Poisoning, American Academy of Pediatrics, available at [www.aap.org/bookstore](http://www.aap.org/bookstore).*

6. Administration of medications.
7. Job responsibilities in relation to the job description.
8. Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures, universal precautions for handling bodily fluids, and immunizations.

**Note:** Information on universal precautions may be obtained from the Child Care Information Center website, <https://dcf.wisconsin.gov/ccic>, or by calling 800-362-7353.

9. A schedule of activities of the center.
11. The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times, including during center-provided transportation.

*General tracking: procedure should include how the center will ensure that staff have a process to know the whereabouts of children throughout the day, including transitions, bathroom times, outdoor times, and emergency drills. The procedure should include name-to-face verification of the children using the attendance roster or a similar listing.*

*Transportation tracking: procedure should include how center will ensure that all children have exited the vehicle into the physical care of a staff person or another responsible person (e.g., physical walk through of the vehicle, alarms at the rear of the vehicle that require a person to walk to the back to manually shut off alarm, check off list of children who are on the vehicle and who have left the vehicle and been delivered to a caregiver, which should include name-to-face verification of the children using the attendance roster or a similar listing); and should be followed whenever children are being transported.*

12. Child management techniques.

13. The procedure for sharing information related to a child's special health care needs including any physical, emotional, social, or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day.

14. If the center is licensed to care for children under one year of age, a review of procedures to reduce the risk of sudden infant death syndrome prior to an employee's or volunteer's first day of work.

15. The procedure to contact a parent if a child is absent from the center without prior notification from the parent.

*This procedure must include how and when parents will be notified and should include how long after a child's normal or scheduled starting time the notification will be attempted (e.g., a child is scheduled to arrive at 7:30 a.m., center waits until 8 a.m. to contact parent if the child did not arrive). The procedure does not require that the center talk with or track down a parent to notify. Messages can be left on an answering machine or voice mail or with an emergency contact person. It is recommended that the center document attempts to notify a parent.*

*If the center provides transportation services from home to center, the procedure should address how the center is to be notified that a child is not attending that day (e.g., sign in the window of the home that child is not attending, prior notification to the center that child not attending, a second adult on the vehicle walks to the door to pick up the child, told at the door that child is not attending, etc.).*

16. Information on any special needs that a child enrolled in the center may have and the plan for how those needs will be met.

17. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic.

18. The handling and storage of hazardous materials and the appropriate disposal of biocontaminants. In this subdivision, "biocontaminants" includes blood, body fluids, or excretions that may spread infectious disease.

**Note:** The licensee may use the department's form, *Staff Orientation Checklist - Group Child Care Centers*, for documenting staff orientation. The form is available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.

(b) Staff meetings. To ensure that staff have the opportunity to receive pertinent information and clarification of problems and issues, each center shall conduct in-person staff meetings at least 9 times in a calendar year or one time for each month of center operation and shall document that staff meetings have been held.

*Centers that operate for 10-12 months shall conduct staff meetings a minimum of 9 times in a calendar year. Centers that operate for 9 months or less shall conduct a staff meeting for each month of operation.*

**251.05(4)(b) continued**

*Staff meeting dates shall be available to the licensing specialist. It is recommended that staff meeting documentation includes the date, time, list of staff in attendance, and topics covered.*

*Only that portion of a staff meeting related to training of child care staff may be counted as continuing education. This may be documented through individual certificates or through an attendance sign-in sheet for that meeting. Center business topics do not count towards continuing education hours. It is recommended that the center have a process for sharing information with staff who are unable to attend the meeting.*

*(c) Continuing education.*

1. Each administrator, center director, child care worker, school-age administrator, and school-age director shall participate in at least 15 hours of continuing education annually.

*There is no formal approval process through licensing for continuing education. If the licensing specialist has a question about the appropriateness of a continuing education experience, the decision on whether to count that experience should be based on the individual's response to the question, "How does this continuing education experience/course apply to your position?" Continuing education that relates to another position with the center (such as a director's responsibilities) may be counted as continuing education even if it does not directly relate to the care of children.*

*Continuing education experiences that help qualify a child care worker for another position in a center may be counted as part of the required continuing education until that person assumes the new position (e.g., a child care teacher could take the courses for center director and count those courses toward continuing education while remaining a teacher in the center). Once the person assumes a director position, those courses would count toward meeting the entry-level qualifications as a center director.*

*Technical assistance and/or coaching received as part of the YoungStar program may be counted as continuing education for the individual(s) who participated in the technical assistance or coaching, verified by documentation from the technical consultant or coach. For example, if the technical consultant or coach met with the director, only the director may count the technical assistance or coaching as continuing education. If the technical consultant or coach met with staff of a particular age group or classroom, only those staff may count the technical assistance or coaching as continuing education. The formal rating observation for YoungStar may not be counted as continuing education.*

*The director may count the courses in The Registry Administrator Credential as continuing education.*

*The department does not approve agencies or trainers for continuing education. However, the Wisconsin Registry's Professional Development Approval System (PDAS) provides a platform for ensuring that trainers have met certain qualifications and that training topics are taught by qualified instructors. To find continuing education training see the Wisconsin Registry's website: [www.wiregistry.org](http://www.wiregistry.org).*

2m. Each administrator, center director, child care worker, school-age administrator, or school-age director who works fewer than 8 months per year shall participate in the equivalent of at least 2 hours of continuing education per month of employment as an administrator, center director, child care worker, school-age administrator, or school-age director.

*In determining the number of hours an employee works, all paid hours should be used.*

3. Any continuing education hours completed that exceed the annual requirement for the year may be used to meet the annual requirement in the 2 years following completion.

4. Continuing education courses completed for credit that exceed the annual requirement for the year may be used to meet the annual requirement in the 2 years following completion.

*See Appendix D Resources List: Credit to Hours Conversion – Technical Colleges and Universities.*

5. Assistant child care teachers who are currently enrolled in their first entry level course are not required to earn continuing education for that year.

6. The types of training acceptable to meet continuing education requirements shall be limited to any of the following:

a. Formal courses resulting in credits or continuing education units.

*See Appendix D Resources List: Credit to Hours Conversion – Technical Colleges and Universities.*

b. Workshops, conferences, seminars, lectures, correspondence courses, and home study courses.

c. Training offered by the child care center through the use of guest or staff trainers.

d. Documented observation time in other early childhood programs.

e. Web-based training.

f. Independent reading.

g. Viewing educational materials, including videos, lesson plans, and websites.

h. For participants in the YoungStar program, technical assistance under s. 48.659, Stats.

7. Continuing education may be in any of the following topics:

a. Prevention and control of infectious diseases.

b. Medication administration.

c. Prevention of and response to emergencies due to food and allergic reactions.

d. Identification of and protection from hazards.

e. Building and physical premises safety.

f. Emergency preparedness and response planning.

g. Handling and storage of hazardous materials.

h. Handling and disposal of biocontaminants.

i. Child growth and development.

j. Caring for children with disabilities.

k. Guiding children's behavior.

l. Nutrition.

m. Physical activity.

n. Transportation safety.

o. Identification and reporting of suspected child abuse or neglect.

p. Cardiopulmonary resuscitation.

q. First aid.

r. Business operations.

s. Any other topic that promotes child development or protects children's health or safety.

*A report on the video, book, etc., that includes at least the information requested on the form, Continuing Education Record – Independent Reading/Video Viewing, must be completed and placed in the employee file. While not required, this form may be used to document independent reading and watching of educational materials.*

*Time spent doing research in the Child Development Associate (CDA) process can be counted as a part of these allowed hours. Time spent putting together the portfolio in the CDA process does not count toward continuing education.*

**251.05(4)(c)7.s. continued**

*A staff trainer is one who has received training or who has developed expertise in a special area and who shares that expertise with other staff through a formal presentation. A staff trainer may not count the time spent providing a presentation towards the continuing education requirement, but the time spent gathering information for use during the presentation may be counted.*

9. Each administrator, center director, and child care worker shall have documentation of the 12-month period included in his or her training year for meeting continuing education requirements and begin a new training year in the same month each year.

*Centers may choose to use a continuing education year individual to each staff (e.g., 1 year from date of hire) or they may choose to use a common continuing education year (e.g., the fiscal year or the calendar year).*

**Note:** The licensee may use either the department's form, *Staff Continuing Education Record - Child Care Centers*, or the licensee's own form to document the completion of continuing education. Forms are available on the department's website at <https://dcf.wisconsin.gov/cclicensing/ccformspubs>.