



# Texas 2024 Caregiver Training Tracker *(Keep 1 on file for each Caregiver)*

This **Training Tracker** is a FREE record keeping tool courtesy of the Child Care Support Network. It makes it easy to determine what training is required by the state and track what training each caregiver has completed to fulfill those requirements. **The Training Tracker** is conveniently formatted as a fillable PDF to make it easy to update for record keeping. Child Care Support Network offers convenient training packages designed to take the guesswork out of picking the right topics and save you time. For more information on these cost effective packages visit <https://ccsnttraining.com/packages/txcaregiver>. *(Updated Nov. 2023)*

**Caregiver name:** \_\_\_\_\_ **Training complete date** \_\_\_\_\_

**Director name:** \_\_\_\_\_

**Director signature:** \_\_\_\_\_

**Centername:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**TX CENTERS** require 30 clock-hours of annual training *(5 MUST be from Instructor-led sources\*)*

**TX "RISING STAR" CENTERS** require 36 clock-hours of annual training *(12 MUST be from Instructor-led sources\*)*

*\*Instructor-led sources include In-person conferences and/or live online conferences*

**NOTE:** Annual training clock hours **DO NOT INCLUDE** any requirements for: orientation, pre-service training, pediatric CPR and pediatric first aid training, transportation safety training, and high school child-care work-study classes.

## SELF-INSTRUCTIONAL TRAINING

At least **(6) clock hours** of annual training hours must be in one or more of the following topics:

Topic	Hrs	Training title	Complete
Child growth and development			<input type="checkbox"/>
Guidance and discipline			<input type="checkbox"/>
Age-appropriate curriculum			<input type="checkbox"/>
Teacher-child interaction			<input type="checkbox"/>

At least **(1) clock hour** of annual training hours must focus on prevention, recognition, and reporting of **Child abuse and neglect**:

Topic	Hrs	Training title	Complete
Child abuse and neglect			<input type="checkbox"/>

At least **(1) clock hour** of annual training hours must cover the following topics: **Recognizing and preventing shaken baby syndrome and abusive head trauma, Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS)** and **Understanding early childhood brain development.**

Topic	Hrs	Training title	Complete
Shaken baby/SIDS/brain development			<input type="checkbox"/>

No clock hour requirements for these topics, however the annual training must also include training on the following topics:

Topic	Hrs	Training title	Complete
Emergency preparedness			<input type="checkbox"/>
Preventing spread of communicable diseases/immunizations			<input type="checkbox"/>
Administering medications			<input type="checkbox"/>
Emergencies, food, allergic reactions			<input type="checkbox"/>
Understanding the building and physical premises safety			<input type="checkbox"/>
Handling, storing, and disposing of hazardous materials			<input type="checkbox"/>

***(Please turn over for more training requirements)***

## SELF-INSTRUCTIONAL TRAINING *(continued)*

The remaining self-instructional annual training hours must be in one or more of the following topics:

Topic	Hrs	Training title	Complete
Care of children with special needs			<input type="checkbox"/>
Child health (Nutrition and activity)			<input type="checkbox"/>
Safety			<input type="checkbox"/>
Risk management			<input type="checkbox"/>
Identification and care of ill children			<input type="checkbox"/>
Cultural diversity for children & families			<input type="checkbox"/>
Professional development			<input type="checkbox"/>
Age related topics (e.g. biting or toilet training)			<input type="checkbox"/>
Planning developmentally appropriate learning activities			<input type="checkbox"/>
Observations and assessment			<input type="checkbox"/>
Attachment and response care giving			<input type="checkbox"/>
Minimum standards and how they apply to the caregiver			<input type="checkbox"/>

## INSTRUCTOR LED-TRAINING

**TEXAS CENTERS** require 5 clock hours of Instructor-led training  
**TEXAS "RISING STAR" CENTERS** require 12 clock hours of Instructor-led training

Topic	Hrs	Training title	Complete
			<input type="checkbox"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>

Requirements obtained from the Texas Department of Family & Protective Services website and the Texas Rising Star Technical Scoring Manual.



### Child Care Support Network

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Visit <https://ccsntraining.com/packages/txcaregiver> to view and purchase training