

DEFINITIONS AND REQUIREMENTS FOR CO-APPLICANTS, ADULT CAREGIVERS, SUBSTITUTES AND HELPERS

CO-APPLICANTS – A co-applicant is a licensed provider and can be left alone with the children for more than 30 days in a 12-month period.

1. They must be at least 18 years of age.
2. They must attend MNPrairie Child Care orientation meeting.
3. An application listing both applicants must be signed and notarized by both applicants.
4. A background study consent form must be submitted before direct contact with children. License holder must provide direct supervision until clearance letter received. License holder must document date background study submitted and cleared.
5. They must submit three personal references.
6. They must submit a Physician's Report form before direct contact with children.
7. They must be interviewed by the licensing worker.
8. They must have Sudden Unexpected Infant Death training prior to caregiving when infants are enrolled and repeat the training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off- year.
9. They must have Abusive Head Trauma training prior to caregiving when children under school-age are in care and repeat training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off- year.
10. CPR and First Aid training every two years.
11. Six hours of pre-service "Supervising for Safety" training before caring for children and 2 hours annually.
12. Four hours pre-service "Developmentally Appropriate Behavior Guidance" training before caring for children and 2 hours of child growth and development and behavior guidance training annually.
13. Must receive training on the chemical use policy and license holder must document date trained.
14. Must complete a total of 16 hours of training annually.
15. Child Passenger Restraint training if transporting children.

ADULT CAREGIVERS –An assistant adult caregiver works more than 30 days in a 12-month period but is not left alone in the care of children more than any part of 30 days in a 12-month period.

1. They must be at least 18 years of age.
2. A background study consent form must be submitted before direct contact with children. License holder must provide direct supervision until clearance letter received. License holder must document date background study submitted and cleared.
3. They must submit a Physician's Report form before direct contact with children.
4. They must have Sudden Unexpected Infant Death training prior to caregiving when infants are enrolled and repeat the training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off-year.
5. They must have Abusive Head Trauma training prior to caregiving when children under school-age are in care and repeat training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off- year.
6. CPR and First Aid training every two years.
7. Six hours of pre-service "supervising for safety" training before caring for children and two hours annually.
8. Four hours pre-service "developmentally appropriate behavior guidance" before caring for children and 2 hours of child growth and development and behavior guidance training annually.
9. Child Passenger Restraint training if transporting children.
10. Must receive training on the chemical use policy by the license holder and license holder must document date trained.
11. Must complete a total of 16 hours of training annually.

SUBSTITUTES – A substitute caregiver is an adult who works less than 30 days in a 12-month period

1. They must be at least 18 years of age.
2. A background study consent form must be submitted before direct contact with children. License holder must provide direct supervision until clearance letter received. License holder must document date background study submitted and cleared.
3. They must have Sudden Unexpected Infant Death training prior to caregiving when infants are enrolled and repeat the training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off- year.
4. They must have Abusive Head Trauma training prior to caregiving when children under school-age are in care and repeat training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off- year.
5. Must have CPR/First Aid training if they are sole caregiver for more than 30 hours in a 12-month period.
6. Child Passenger Restraint training if transporting children.
7. Must receive training on the chemical use policy and license holder must document date trained.

HELPERS – Is an adolescent at least 13 years of age and less than 18 years of age who assists the provider.

1. A background study consent form must be submitted before direct contact with children. License holder must provide direct supervision until clearance letter received. License holder must document date background study submitted and cleared.
- 2. Cannot be left alone to care for children.**
- 3. Providers are responsible for the supervision of their helpers.**
4. They must have Sudden Unexpected Infant Death training prior to caregiving when infants are enrolled and repeat the training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off- year.
5. They must have Abusive Head Trauma training prior to caregiving when children under school-age are in care and repeat training at least once every two years. The training is offered in person and online. View the DHS approved videos in the off- year.
6. A helper who assists with care on a regular basis must complete 6 hours of training within one year after date of initial employment.
7. Must receive training on the chemical use policy and license holder must document date trained.

Note: License holders should assess the need for Workers' Compensation Insurance when employing anyone other than a spouse or child.