

CHILD CARE CENTER-Annual Training - DIRECTOR

The State of TEXAS requires Center Directors to obtain at least **30 clock-hours** of training each year. These include:

- 1.) 80% (24 Hours) **MAY** be obtained from self-instructional sources (such as online training available [HERE through Impact Training Center](#)).
- 2.) 20% (6 hours) **MUST** be obtained from interactive sources (ie. Face to face class, webinar, or similiar)

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

Director: _____

General Clock-Hour Requirements

Child Care Center: _____

Form Updated Jan. 2018

Annual Training Due Date: _____

Category GROUP

TRAINING TITLE	DATE ASSIGNED	DATE TAKEN	CLOCK HOUR(S)	GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	ADMIN	(ITC) Category Search Code
Sample: Role of Coaching & Mentoring	1/3/18	2/13/18	1						X	TX-HD-PA

SELF-INSTRUCTIONAL SOURCES

1.)										
2.)										
3.)										
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INTERACTIVE SOURCES

25.)										
26.)										
27.)										
28.)										
29.)										
30.)										

Check if this Director took the following: At least 6 hours of training from GROUP A: _____
 1 hour child abuse and neglect: _____ 1 hour from GROUP B (If working with children younger than 24 months): _____
 Check if this Director completed there Program Administration Training (Mgmt Techniques, Leadership, Staff Supervision): _____

Special Note: The above information was taken on May 8, 2017 from the Texas Department of Family & Protective Services,
 For further information contact Impact Training Center, LLC, 715-258-2448, support@impacttrainingcenter.net