

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES



LEGALLY EXEMPT CHILD CARE PROVIDER TRAINING RECORD FORM

Complete and return this form to: **ATTN: Informal Provider Coordinator**
NYC Early Childhood Professional Development Institute
101 West 31st Street, 7th Floor
New York, NY 10001

Note: For New York City providers, all documentation of training must be sent separately to the address above. Do not attach training documentation to the LDSS-4699.

Child Care providers who have completed 10 or more hours of approved training in at least two topics in the areas listed below may be eligible to receive an enhanced reimbursement rate once verified by the Enrollment Agency.

- Principles of childhood development: focusing on the developmental stages of the age groups for which your program provides care;
- Child care program development, including environment, curriculum content;
- Nutrition and health needs of Infants and Children, which may include the administration of medication;
- Shaken baby syndrome: Education and information on the identification, diagnosis and prevention;
- Child abuse and maltreatment: Identification and prevention; statutes and regulations;
- Safety and security procedures;
- Business record maintenance and management; *or*
- Statutes and regulations pertaining to child day care.

Provider Information

Date: ____ / ____ / ____ Provider ACCIS ID: _____

Provider Name: _____ Enrollment #: _____ Social Security #: ____ - ____ - ____

Address: _____

Telephone: _____ E-Mail Address: _____

Please list any child care training you have taken within the past 12 months, and attach documentation.

| | | |
|----------|--------------------|---------------------------|
| 1 | TRAINING TOPIC: | DATE COMPLETED: |
| | PRESENTING AGENCY: | NUMBER OF TRAINING HOURS: |
| 2 | TRAINING TOPIC: | DATE COMPLETED: |
| | PRESENTING AGENCY: | NUMBER OF TRAINING HOURS: |
| 3 | TRAINING TOPIC: | DATE COMPLETED: |
| | PRESENTING AGENCY: | NUMBER OF TRAINING HOURS: |

Attach additional page if needed for more training.

Instructions for submission of documentation:

1. Submit original documentation (*such as training certificates*) of all training completed in the last 12 months. (*Original certificates will be scanned, filed and returned upon verification*).
2. All original documentation **MUST** include the following information:
 - Name of participant
 - Name of presenting agency, school or organization
 - Date completed
 - Training topic
 - Number of training hours
 - Trainer's name and original signature

For more information, please call the ACS/CUNY Informal Family Child Care Training Projects Information Line at (646) 344-7330.