



Family Child Care Training Advisory Committee

Annual Report to the Legislature

April 11, 2025

Minnesota Department of Children, Youth, and Families, Child Care Services Division

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Legislation

FAMILY CHILD CARE TRAINING ADVISORY COMMITTEE.

Subdivision 1.

Formation; duties.

(a) The Family Child Care Training Advisory Committee shall advise the commissioner of human services on the training requirements for licensed family and group family child care providers. Beginning January 1, 2022, the advisory committee shall meet at least twice per year. The advisory committee shall annually elect a chair from committee members who shall establish the agenda for each meeting. The commissioner or commissioner's designee shall attend all advisory committee meetings.

(b) The Family Child Care Training Advisory Committee shall advise and make recommendations to the commissioner of human services and contractors working on the family child care licensing modernization project on:

(1) updates to the rules and statutes governing family child care training, including technical updates to facilitate providers' understanding of training requirements;

(2) modernization of family child care training requirements, including substantive changes to training subject areas;

(3) difficulties that family child care providers face in completing training requirements, including proposed solutions to provider difficulties; and

(4) other ideas for improving access to and quality of training for family child care providers.

(c) The Family Child Care Training Advisory Committee shall expire December 1, 2025.

Subd. 2.

Advisory committee members.

(a) The Family Child Care Training Advisory Committee consists of:

(1) four members representing family child care providers from greater Minnesota, including two appointed by the speaker of the house and two appointed by the senate majority leader;

(2) two members representing family child care providers from the seven-county metropolitan area as defined in Minnesota Statutes, section 473.121, subdivision 2, including one appointed by the speaker of the house and one appointed by the senate majority leader;

(3) one member representing family child care providers appointed by the Minnesota Association of Child Care Professionals;

(4) one member representing family child care providers appointed by the Minnesota Child Care Provider Information Network;

(5) two members appointed by the Association of Minnesota Child Care Licensors, including one from greater Minnesota and one from the seven-county metropolitan area, as defined in Minnesota Statutes, section 473.121, subdivision 2; and

(6) five members with expertise in child development and either instructional design or training delivery, including:

- (i) two members appointed by the speaker of the house;
- (ii) two members appointed by the senate majority leader; and
- (iii) one member appointed by Achieve, the Minnesota Center for Professional Development.

(b) Advisory committee members shall not be employed by the Department of Human Services. Advisory committee members shall receive no compensation, except that public members of the advisory committee may be compensated as provided by Minnesota Statutes, section 15.059, subdivision 3.

(c) Advisory committee members must include representatives of diverse cultural communities.

(d) Advisory committee members shall serve two-year terms. Initial appointments to the advisory committee must be made by December 1, 2021. Subsequent appointments to the advisory committee must be made by December 1 of the year in which the member's term expires. Any vacancy on the advisory committee must be filled within 60 days and must be filled in the same manner that the leaving member was appointed under paragraph (a).

(e) The commissioner of human services must convene the first meeting of the advisory committee by March 1, 2022.

Subd. 3.

Commissioner report.

The commissioner of human services shall report annually by December 15 to the chairs and ranking minority members of the legislative committees with jurisdiction over early care and education programs on any recommendations from the Family Child Care Training Advisory Committee. The report may include draft legislation necessary to implement recommendations from the advisory committee.

Introduction

This report is submitted to the Minnesota Legislature pursuant to Laws of Minnesota 2021, 1st Spec. Sess., chapter 2, article 2, section 82.

The report reflects the discussions of the Family Child Care Training Advisory Committee (FCCTAC). Members are:

- Farhia Egal – Provider, Metro
- Abby McCallister – Provider, Metro
- Pam Merek – Provider, Greater MN
- Kelly Bain – Provider, Greater MN
- Susan Monson – Provider, Greater MN
- Hollee Saville – Provider, Greater MN
- Melissa Donovan – Expertise in child development and instructional design or training delivery
- Stacy Boysen - Expertise in child development and instructional design or training delivery

- Joyce Berglund - Expertise in child development and instructional design or training delivery
- Sherry Tiegs - Expertise in child development and instructional design or training delivery
- Brenda Hruza – Lead and Care Representative
- Julie Smith – Minnesota Association of Child Care Professionals Representative
- Beth Rignell – Association of Minnesota Family Child Care Licensors Representative
- Sara Peterson – Association of Minnesota Family Child Care Licensors Representative
- Nicky Severson – Minnesota Center for Professional Development Representative

The report was written by an external committee facilitator, with review by staff from the Department of Children, Youth, and Families (DCYF) Child Care Services Division and the Department of Human Services (DHS) Licensing Division, and with approval by the committee chair, Melissa Donovan. The report captures the discussion themes of the meetings of the committee held on September 5, 2024 and January 9, 2025. Minutes of these meetings and copies of presentation materials are found in the Appendices.

Discussion highlights and themes

By law advisory committee members serve two-year terms. Members are appointed by the House, Senate and organizations listed in law. Initial appointments expired on December 1, 2023. Law requires subsequent appointments to the advisory committee to be made by December 1 of the year in which the member's term expires. House and Senate appointments to this committee were finalized in August 2024.

At the first meeting of the newly appointed committee on September 5, 2024, questions were raised about membership. Specifically, questions were raised related to whether some of the appointed members met the requirements of the statute and the status of an organizational representative whose appointment had not been finalized. These questions were subsequently resolved, with the membership unchanged, and the representative's status finalized.

Finding resolutions to questions raised in the September meeting about appointments resulted in the second meeting being delayed until early January 2025. Meeting time included updating members on progress made towards the previous recommendations the FCCTAC made to the Legislature, and to assessing priorities for discussion in 2025. This section highlights the key discussion points. Full minutes from the meetings are attached in the Appendices.

Licensing Modernization Project

At the September meeting, the Office of Inspector General (OIG) provided updates on the status of the Licensing Modernization Project. Key training related feedback themes from that project's stakeholder interactions focus on:

- Redundancy and frequency, and
- Accessibility and availability.

The FCCTAC engaged in a discussion and feedback session in response to four questions:

1. Redundancy: Which trainings are getting redundant to take?
2. Variety: Are concerns about variety of trainings related to required trainings or elective options?
3. Availability: What kinds of trainings are we lacking in rural or metro area? In person or virtual?
4. Accessibility: What are the challenges people are facing accessing training?

The discussion highlighted the confusion for providers caused by having many platforms for online training, the overall cost of training (primarily in Greater Minnesota), the availability of training, and the difficulty some providers have in knowing how to navigate the training system. Full discussion notes are in Appendix I.

The Licensing Modernization Project anticipates issuing a draft that will be shared with this committee for its review, with discussion anticipated at the June meeting.

Status of the training delivery system

At the January meeting, DCYF staff provided updates on the state funded training delivery system. This included detailed information on the training being provided online live, on-demand, and through in-person classroom training. In federal fiscal year 2024, there were 645 approved trainers; of those, 317 offered training. Of 5,938 training events in 2024:

- 3,140 were online training
- 2,488 were free, and
- 596 were held in languages other than English.

Over 30,000 unique individuals took training, taking an average of five trainings in the year. The number of trainers has rebounded to near the level approved in 2020.

The presentation slides with additional details are found in Appendix II.

Child Care Aware training delivery system evaluation

DCYF staff presented on the results of an evaluation of the Child Care Aware training delivery system. This evaluation informed upcoming changes to make the system more coordinated and effective in meeting the needs of child care providers. The evaluation included:

- Surveys with 768 responses from child care providers and 71 responses from child care trainers
- Input from bilingual trainers
- Center directors
- Child Care Aware system and other DCYF professional development grantees
- Conversations with other states
- Review of the 2023 workforce study and reports from the Child Care Aware system.

Provider respondents recommend these improvements to the Child Care Aware training system:

- Increased options for online self-paced training

- More courses with advanced content and hands-on application
- More affordable courses
- Creative ways to offer in-person courses more conveniently
- Better communication of requirements on the training tracking system

Trainer respondents recommended these improvements:

- Increase compensation for trainers
- Consistency in policies and procedures across Child Care Aware agencies
- Systems improvements
- Additional Train-the-Trainer opportunities and other ways to build training capacity

The full presentation on this evaluation is found in Appendix II.

2025 committee topics

The committee identified priorities for discussion in 2025. Many of the individual suggestions focused on what is required and will be discussed when this FCCTAC reviews the Licensing Modernization Project draft, anticipated to occur in June. Other items will be prioritized for updates and discussion. A full list of potential topics can be found in Appendix II.

Recommendations

Due to the need to orient and inform new members, there are no formal recommendations at this time. The committee will address the topics listed above in 2025 and any new recommendations will be included in the legislative report scheduled for submission in December 2025.

Appendix I: Minutes of September 5, 2024 Meeting

Family Child Care Training Advisory Committee

Meeting Notes

September 5, 2024

Members attending:

Abby McCallister, Brenda Hruza, Beth Rignell, Hollee Saville, Joyce Berglund, Melissa Donovan, Nicky Severson, Sara Peterson, Sherry Tiegs, Stacy Boysen

Members absent:

Farhia Egal, Kelly Bain, Pam Merek, Susan Monson

DCYF attendees:

Scott Parker, Kami Alvarez

DHS attendees:

Katharine DiBenedetto, Alison Rahn

Additional attendee:

Julie Smith

Facilitator:

Judy Plante

Meeting Introduction and Election of Chair

The meeting began with welcoming comments from Scott Parker, Department of Children, Youth, and Families, and Judy Plante, Facilitator, followed by introductions of all attendees.

The first items were the review of statutory language for this committee, review of meeting expectations, and review of the oath of office.

During these opening segments, questions were raised about membership on the advisory committee, including specifically whether Julie Smith should be present as MACCP representative, and whether all other appointees met the categories set forth in legislation. Since the authority to appoint members resides with the Secretary of State in response to the Legislature, these questions will need to be resolved by those parties. As a result, these questions were not discussed further by the group. Ms. Smith was asked not to participate in the vote for chair, as she is not an appointed member.

Following a description of the role of the chair, Melissa Donovan was elected as chair by acclamation.

Review of past FCCTAC recommendations, update on status, and discussion of department legislative topics.

The previous FCCTAC met in 2022 and 2023, with recommendations adopted at the September 13, 2023, committee meeting. *(Note: a question was raised whether or not these recommendations had been voted on. A formal vote was taken on each recommendation per the meeting notes of September 2023.)* The recommendations were:

Recommendation 2023-1: Develop Support

- a. Create tutorials for navigating the Develop data system to search for training, apply to become an approved trainer, submit training for approval, and/or create a learning record to track training.
- b. Create identifying badges to identify DHS developed training to meet licensing requirements for family child care providers.

Status update: DCYF staff are working on both of these items related to Develop support and will have them available in 2025.

Recommendation 2023-2: Trainer Recruitment

- a. Provide grant funding to assist new trainers with start-up costs. This would require a legislative appropriation and is scalable.
- b. Provide technology support and other technical assistance for trainers. This would require a legislative appropriation and is scalable.

Status update: DCYF has identified funding to support the start up and retention of trainers. This includes start up costs and ongoing technical assistance.

Recommendation 2023-3: Curriculum updates

- a. Provide additional resources to allow the department to create and update curriculum more frequently. This would require a legislative appropriation and is scalable.

Status update: DCYF has identified funds to support curriculum writing and updating including the hiring of an additional staff person to assist with this work.

Recommendation 2023-4: Family Child Care Training Advisory Committee as Central Contact for Feedback

- a. Identify the Family Child Care Training Advisory Committee as the central contact for feedback on revised training standards as part of the overall rule revision process for the Child Care Regulation Modernization project.

Status update: DHS licensing continues to engage with the FCCTAC for feedback on the standards revision.

In response to this review, a number of comments were made reflecting the current state of training for family child care providers. Themes from this discussion include:

- Increasing the number of trainers, including bilingual, and grants for supplies, materials, and technology needs. In response, a member raised a concern that funds for supplies, material and tech needs might not be the best use of funds.
- Increase resources to update curriculum (and review a proposal seeking funds for managing curriculum projects, translating, contract writers to create/update curriculum, and preparing train the trainer for newly written courses.)
- Concerns regarding the number of courses added and available. Some courses formerly offered at Pine Technical College are no longer available on that Zoom platform. DCYF confirmed updated courses do not have versions in Zoom for these two courses. New versions specific to online live instruction will be developed in the future. In the interim, Pine Tech will still be an option for online live instruction for DCYF courses.
- The need to market training to providers and support those sponsoring trainings. Locations are difficult to secure, some are charging higher fees.
- There are continued barriers to getting in person training. We really need more Zoom options. Eager to Learn is harder than real time Zoom for addressing training issues in the moment. In addition, attendance is more accurate on Zoom.
- Supervising for Safety needs to be done with a trainer, in person.
- Remove barriers, don't add more.
- How do we recruit new trainers.
- Address the transition time for conversion from annual training to anniversary time/continuous licensing changes. Important to get this out to the providers.

Identification of Topics for 2024/25 meetings.

First, the group reviewed the list of topics that were suggested in the 2023. These were:

- Online Training Pilot Review
- Refresher Course
- Transition to Continuous License
- Streamlining and simplifying training
- Trainer and Training Evaluation Tool type survey
- Training Evaluations
- New applicant trainings

In addition to and expanding upon this list and the comments in the section above, the group suggested adding:

- Suggestions in the modernization project, including a conversation about caregiving and helper trainings. Perhaps considering three levels: applicant/license holder; 19 and older; teenage helpers.
- Translation services for training. Ex: when the new active supervision training comes out, translation needs to be available at the same time as released in English.
- Substitute training – if one had broader training, this is duplication.
- Need to keep active supervision training as a basic course.

Licensing Modernization Progress Update

The Child Care Regulation Modernization for Family Child Care has three project areas: risk-based tiered violation system, key indicator system for abbreviated inspections, and revised licensing standards. Key training related feedback themes from stakeholder interactions are:

- Redundancy and frequency
 - Repeating the same trainings
 - Lack of variety in training topics
- Accessibility and Availability
 - In person versus virtual
 - Metro versus rural availability
 - Challenges in accessing Develop approved trainings.

Based on that feedback, questions were posed to the group FCCTAC for discussion at this meeting and future meetings:

1. Redundance concerns: Which trainings are getting redundant to take?
 - If a provider can't take a course more than once every five years, they may not get the training (or refresher) when it is needed. Some people do need repetition, especially if incorporating new concepts. And it may be hard to find trainers to provide that many more courses.
 - Some courses should be available and taken more often: ex: a course on Montessori – taking it live (or live online) leads to different discussion.
 - Sudden Unexpected Infant Death/Abusive Head Trauma is one that MUST be repeated every single year to save lives.
 - Need to know where to find the trainings. There is variety out there.
 - Some people only take those required, then take remaining classes that are easy and predictable. Licensing shouldn't mandate motivation to take a variety of courses.
 - In off years, providers have 10 hours of available time to take elective courses.
 - Providers forget which courses they took, especially if they exceed the requirements. Some who have different learning styles may need to take it again with a new instructor who "clicks" better for them and their learning styles.
 - Provide a 90 second Facebook reel on how to use Develop and find what is being offered
 - The refresher concept wasn't intended necessarily to be a two-hour course, it could be longer

- Address monotone presentation of required courses – more engaging ways to teach. Perhaps different scripts?
 - Cost and timing drive choices, and may be a reason for redundancy (no time or money for other options)
 - Knowledge of what is available – address this by blasting out the list of trainings for meeting active supervision, for example.
 - Help trainers bring their passion to the topics and their style, train within their strengths.
2. Lack of variety concerns: Is it the lack of variety for required trainings or is it elective courses? Are there any examples people can share?
 - Wide variety being offered, but providers need training on how to use Develop.
 - Video options are really important.
 - Hard to find affordable trainers and classrooms.
 3. Availability concerns: What kind of trainings are we lacking in rural or metro area? In-person or virtual?
 - Training in rural areas is being cancelled frequently. Lack of training in Knowledge and Competency Framework Area 4 – observation and assessment.
 - Accessibility continues to be a problem
 - Frequency of Supervising for Safety classes is a challenge – may need to be offered more.
 - In person training in Greater MN.
 - Trainers outside of Child Care Aware are not able to present DCYF owned curriculum on line.
 4. Accessibility concerns: What are the challenges people are facing accessing training?
 - Too many platforms confuses providers. Being able to navigate multiple platforms while perhaps not having all the basic computer skills. Perhaps some tutorials on computer skills during orientation
 - Trainers in Greater MN cost too much.
 - Availability of classes
 - Facilities needed
 - Maltreatment training was proposed, will this be added to the requirements? How often? Don't want people to tune it out.
 - Need to know where to find courses, be able to navigate the programs. Ex: font on the computer is really an issue – certain things display without addressing accessibility concerns.
 - Trainers need instruction on training to those with disabilities,
 - Trainers need instruction on training to a group of reluctant participants at a conference.
 5. Other
 - Trainers benefit from time together to support each other. It would be great to have a meeting place and/or training to get together. We used to have a page with CCA that doesn't exist right now. This would help as a place to discuss and collaborate.

Meeting Adjourned. Next meeting January 9, 2025.

Appendix II: Minutes of the January 9, 2025 Meeting.

Family Child Care Training Advisory Committee

Meeting Minutes

Thursday, January 9, 2025

Members Present: Chair Melissa Donovan, Abby McCallister, Beth Rignell, Brenda Hruza, Hollee Saville, Joyce Berglund, Kelly Bain, Nicky Severson, Sara Peterson, Sherry Tiegs, Stacy Boysen, Susan Monson

Members Absent: Farhia Egal, Julie Smith, Pam Merek

Other Attendees: Alison Rahn, Katherine DiBenedetto, Kami Alvarez, Larry Hosch, Scott Parker, Judy Plante

The meeting was called to order by the chair, and members reintroduced themselves.

The facilitator reviewed the agenda and recapped discussions from the September meeting.

Updates to the September meeting discussion:

Scott Parker and Kami Alvarez from the Department of Children, Youth, and Families provided a follow up to the discussion at the September 5 meeting. Key points:

- Training is provided online live, on-demand, and through in person classroom training
- 645 approved trainers statewide in FFY24
- 317 of those approved trainers offered training
- Of 5,938 training events in 2024, 3,140 were online training, 2,488 were free, and 596 events were held in languages other than English.
- Over 30,000 unique individuals took training, taking an average of 5 trainings in the year
- The majority of Knowledge and Competency Framework Section IV training events were in section IVA. Observing, recording, and assessing development.
- The number of trainers has rebounded to near the 2020 level
- Courses required for licensing are branded for easy identification

The reduction in providers has an impact on the number of trainers and demand on the system.

Trainings had been tracked based on the providers' licensing date anniversary, but providers were notified that this would change to counting by the period year Jan. 1 – Dec. 30. The change to calendar year was fine, but the execution raised issues. There was a drastic drop in training attendance after that September announcement date, as providers decided training during the remainder of the year would not count toward their required hours. As a result, numbers will be affected during that time, with a possible bump in 2025 as providers resume training that will count for licensing.

Child Care Aware Training Delivery System Evaluation

The department engaged the Management Analysis and Development Division to conduct an evaluation of Child Care Aware Training Delivery. The evaluations included 768 survey responses from child care providers, 71 responses from child care trainers; and input from bilingual trainers, center directors, Child Care Aware system and other DCYF professional development grantees, as well as conversations with other states, review of the 2023 workforce study, and other Child Care Aware professional development surveys.

Key points from providers:

- Meeting licensing requirements, the date and time of training, locations near home, and delivery format were the most important considerations for selecting training
- Personal schedules, date and time of training, delivery format and cost were the top four factors preventing attendance at training events
- Face to face trainings had lower satisfaction ratings as compared to online trainings
- 77% prioritized training for licensing
- Respondents recommended these improvements to the Child Care Aware training system: online self-paced training, advanced content and hands-on application, more affordable courses, creative ways to offer in person more conveniently, and better communication of requirement or training tracking system

Key points from trainers:

- The majority of trainers responded that they train just the right amount
- 32% of trainers stopped training for an agency in the last 5 years
- 80% supported prioritizing training for licensing
- Respondents recommended these improvements to the Child Care Aware training system: increased compensation, consistency across districts, systems improvements, train-the-trainer and other ways to build training capacity.

FCCTAC member questions and comments:

- Joyce took some of the discussion points from the September meeting and took them to Carlton County providers. She provided a link to their feedback.
- Some of this is frustrating, as a trainer trying to coordinate things. Family child care providers are educational professionals. While we want to offer things that are accessible to providers, sometimes hear this as an entitlement. We know we need to meet their needs, but in other professions, individuals are told to get the training and it's their responsibility.
- Would love to hear from Achieve how many trainings are available in each KCF area.
- Have seen comments where participants are asking about the different levels of training – what is the difference? Perhaps sharing information so they know what level to be looking for. Perhaps a video? Link?

- Providers are asking for online trainings on Pine Tech. There are plans to modify the curriculum using federal money to write, translate, and update curriculum. There is an RFP process underway for all the contracts and the state is at the training system overall.
- If you set reasonable expectations for providers, they should be able to meet those.
- This information is really helpful!
- Providers are wanting the in-person – to address the isolation of the field.
- In trying to offer in-person courses, is there the possibility of offering in their homes? As providers, trainers already need to meet licensing requirements. This would save the cost of travel, renting a facility. Business insurance would cover that. It shouldn't be Develop's responsibility to assure that people have insurance, it's the provider's responsibility. To do this, liability issues would need to be considered.
- When trainings are free, some really appreciate it. But usually, half the people do not show up. Question if there should be a penalty/way to have accountability.
- Let more in – allow more to sign up so if some don't show there is still a good group.
- Look at what sponsoring organizations are doing where there aren't many cancellations; versus the practices of other organizations where there are lots of cancellations.
- DCYF will be getting out of the pilot phase of online training; need to determine how this should look in the future, and how it can be more consistent.

Substitute training hours requirement update

In order to be in compliance with Federal CCF audit requirements, the state is required to determine a minimum number of hours for training. Currently MN statutes specify that substitutes must complete topic specific training but does not specify a number of hours per year. These topics include some which have training required every two years or more. It is conceivable that the substitute training hours might "bunch up" in some years, while other years, only the required annual training updates would be needed. The state is exploring options that would address the federal requirement for a minimum number of hours per year that would reflect the years when only required annual training is occurring.

Other issues:

- Suggestion to have revision dates shown on the website main page so providers don't have to go into the document to check the date.
- For car seat training, the providers are required to bring their own car seats. In the previous version, training was done on multiple car seats. Now it is done solely focused on the seat the provider brings. Most providers will be using a variety of seats provided by parents and should be trained accordingly.
- There is a concern that car seat trainings are only being offered during the workday.
- There are meetings coming up to discuss the number of providers who transport and the facilitators to review this.
- If we don't have the accessibility for the training, will this still be on the lookup?

Preparation for legislative report

The facilitator will recommend that minutes of the meetings be included in the report, so the full discussion of the group is reflected. She also noted that no formal recommendations have been made by the group to date, so the report will be a summary of discussions only.

Prioritization of topics for June and September 2025 meetings

The committee began by reviewing the list of potential topics noted from the September meeting discussion:

- Online Training Pilot Review
- Refresher Course
- Transition to Continuous License
- Streamlining and simplifying training
- TTET type survey
- Training Evaluations
- New applicant trainings
- Suggestions in the Modernization project, including a conversation about caregiving and helper trainings. Perhaps considering three levels: applicant/license holder; 19 and older; teenage helpers.
- Translation services for training. Ex: when the new active supervision training comes out, translation needs to be available at the same time as released in English.
- Substitute training – if one had broader training, this is duplication.
- Need to keep active supervision training as a basic course.

Discussion generated these additional thoughts and clarifications:

- Training requirements: streamlining and simplifying trainings with the draft available to talk about. Addressing that draft should be a priority. Currently anticipate discussing at the June meeting.
- Discuss the online training pilot. It seems the more hands are in it, the more errors result.
- Allowing trainers to present in their own homes.
- Allowing providers more freedom to address their unique needs.
- Refresher course that combines a number of courses into one.
- Substitute trainings: could we combine the required courses into that one year; and have online accessibility for that?
- Active supervision as a basic course – does that need to be one every year?
- Centers are given a lot of freedom on how they train; what could providers do in a similar approach?
- Updates on licensing move to the new department at the June meeting.

This list will provide the basis for agenda development for the June and September meetings.