



**State of Florida**  
**Department of Children and Families**

**Ron DeSantis**  
Governor

**Chad Poppell**  
Secretary

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**MEMORANDUM**

**DATE:** November 16, 2020

**TO:** All Child Care Providers

**FROM:** Hue Reynolds, Director, Office of Child Care Regulation

**SUBJECT:** Training Technical Assistance for Competency Exams

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According to 65C-22.001(6), Florida Administrative Code, all child care personnel are required to complete 40 hours of mandated training. The training must begin within the first 90 days of employment in the child care industry. These trainings can be completed in an instructor-led environment or completed online. In choosing the online option, once the student starts a course, they have 45 days to complete the course.

As we chart our way through this unprecedented time, the Department of Children and Families (DCF), Office of Child Care Regulation, continues to explore options to support the child care industry. On March 22, 2020, the Department issued an EO allowing a six-month extension for the completion of competency exams. Because these exams are primarily conducted at our local colleges, which have been closed, we will extend the deadline for completion of competency exams to Jan. 31, 2021 and continue to work with providers on this requirement to ensure non-compliance citations will not be issued. Where feasible, Child Care Regulation will offer technical assistance to assist providers with achieving these training requirements.

In addition, Child Care Regulation has also extended the ability to allow for completion of online courses beyond the 45-day requirement. For those students who enrolled in an online class as of Jan. 28, 2020, and later, they will be allowed additional time to complete the course. The course will remain open through March 31, 2021, so that students may review the materials prior to taking the competency exam.

At the time of inspection, if child care personnel have not had an opportunity to complete training because of limited access to competency exams, our counselors will not monitor sub-standards 33.1 and 33.2 in facilities (8.14 and 8.16 in LFCCH). Technical assistance will be provided in order to assist with meeting this requirement.

**CONDITIONS:**

Please note that this extension does not mean that providers should not continue pursuing these requirements. Exam locations continue to become available, and some child care personnel may need to travel to a neighboring county to complete the testing.

If you are experiencing challenges, please do not hesitate to contact your licensing counselor so that this information can be appropriately documented in your provider record.

**CONTACT INFORMATION:** If you have any questions or need clarification regarding this guidance, please contact the Child Care Training Information Center at 888-352-2842.

*Management Memorandum distributed to Regional Safety Program Managers, Licensing Supervisors and child care licensing staff through the CCRAIN system.*