

Substitute Teachers Requirements According the DCF 251:

j) Substitutes.

1. When a regular required staff member is absent from a center, there shall be a substitute who is at least 18 years of age.
2. A substitute who is employed by the same licensee for more than 240 hours shall obtain at least one non-credit, department-approved course or be currently enrolled in training to meet this requirement before completing 240 hours of work as a substitute. A substitute who provides care and supervision to children under age 5 shall have completed department-approved training in **shaken baby syndrome** as specified under par. **(b)** before working with children.
3. The center director or designee shall maintain a record of the days and hours worked by each substitute child care worker.

(b) Shaken baby syndrome prevention training. Except for a volunteer who is not counted in staff-to-child ratios, each child care worker including the administrator, center director, teachers, assistant teachers, and substitutes who provide care and supervision to children under 5 years of age shall receive department-approved training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children. The training shall be completed by one of the following methods:

1. Complete the department-approved, in-person training on shaken baby syndrome prevention and impacted babies before the date on which the child care worker begins to work with children under age 5 years. **(Below)**
2. View a department-approved video or complete a department-approved, web-based course on shaken baby syndrome prevention before the date on which the child care worker begins to work with children under age 5 years and complete a department-approved, in-person training within 6 months of beginning to work with children under age 5. <https://wfc.edubrite.com/oltpublish/site/signin.do>

Note: Department-approved training in shaken baby syndrome prevention is included in the department-approved non-credit courses called *Introduction to the Child Care Profession* and *Fundamentals of Infant and Toddler*, if the course was taken after 7/1/05. Information on department-approved training in shaken baby syndrome is available from the Child Care Information Center at 800-362-7353.

Shaken Baby Syndrome Trainers

In – Person Training

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