



P.O. Box 624 • Harbor Springs, MI 49740 • 231-526-6342  
www.healthychild.net

## Training Hours Instruction Sheet

If your state licensing agency accepts online, self-instruction, or in-service training sessions as training hours needed for your annual childcare licensing, using *Healthy Childcare*® and the corresponding Study Guide may help you.

Here is how to receive one credit hour of training from *Healthy Childcare*®:

- Read an issue of *Healthy Childcare*®.
- On the *Healthy Childcare*® website, [www.healthychild.net](http://www.healthychild.net), go to the Study Guide that corresponds to the issue (Study Guides are not available for all issues). You can find individual issues and the Study Guide by going to the Library (top left corner of the home page) and then clicking on Volume 11, for example, and you will see the issues, articles, and Study Guides.
- Complete the Study Guide. Include the Study Guide ID Number that appears on the back cover of **printed** issues of *Healthy Childcare*® beginning with Volume 12. You or your childcare program must subscribe to *Healthy Childcare*® to receive Training Hour credit. If you are not yet a subscriber and/or do not have the printed Study Guide ID Number to include, you can instead enclose \$10 for each completed Study Guide. Make checks payable to Healthy Child Publications. Use the Volume 11 Study Guides with our compliments — no Study Guide ID Number is needed!
- Mail the Study Guide along with a **stamped, self-addressed envelope** to Healthy Childcare, PO Box 624, Harbor Springs, MI 49740. The Study Guide answers will be validated and a Certificate of Completion will be mailed to you. Please keep a copy of your completed Study Guide in case mail is not delivered.
- Retain the Certificate of Completion with your records and supply to your licensing agency.