

CALCULATING LICENSING CLOCK HOURS

July 1, 2020 regulation changes were effective to align training hours for licensing and KY All STARS with the state fiscal year of July 1st – June 30th annually. There are some special considerations that are outlined in this summary.

CRITERIA FOR NEW STAFF STATUS

New Entry to Kentucky ECE Field	
Re-entry to ECE Field after 5 Years Inactivity <i>* not employed with licensed program in Kentucky and/or no training hours</i>	
Existing User Role change to staff with a licensed program	

CALCULATED DATE RANGE EXAMPLES

EXAMPLE: Hire date May 5, 2024

First Year = 5/5/2024 - 5/5/2025

Second Year = 5/6/2025 – 6/30/2025

Notice Second year date range is shortened in this example. This is to align a person with other staff on the fiscal year for future review periods after the second year.

REPORT TIP

If you have NEW staff hired between 7/1/2024 and 6/30/2025, please run the Required Training Hours Report for both years, 2024/2025 and 2025/2026. Because these staff have different First Year and Second Year set-up, you will need both reports to view their hours. All others will be on the fiscal year date range of 7/1 - 6/30.

Web: <https://chfs.ky.gov>

Kentucky Cabinet for Health and Family Services

Department for Community Based Services

Division of Child Care

