

# 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

*\* not employed with licensed program in Kentucky and/or no training hours*

Existing User Role change to staff with a licensed program

## CALCULATED DATE RANGE EXAMPLES

**EXAMPLE:** Hire date May 5, 2021

**First Year = 5/5/2021 - 5/5/2022**

**Second Year = 5/6/2022 – 6/30/2022**

*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 7/1/2020 and 6/30/2021, please run the Required Training Hours Report for both years, 2020/2021 and 2021/2022. Because these staff have a 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 site: <http://chfs.ky.gov/>

Kentucky Cabinet for Health and Family Services  
Department for Community Based Services  
Division of Child Care