Business Trainings and Forgiveness Requirements

Training Recordings & Resources

In order to meet the requirements for loan forgiveness each year, a provider must stay open and licensed for a five-year period, as well as complete 12 hours of business training each year. Below is a list of suggested business training courses for this year. Please note, all providers are invited to view and listen to the recordings below, even if you do not have a loan approved. Every session includes live interpretation in Spanish.

Understanding Loan Terms & Forgiveness
• **Key loan terms explained in plain language**
• **Loan structure**
• **Compliance**
• **Forgiveness and tax implications**
Recording: Recording Link
Slides: Slides

Budget and Sustainability
• **Building a project budget**
• **Planning for upfront and ongoing costs**
• **Tracking income and expenses effectively**
• **Strategies to avoid financial strain after improvements**
• **Building reserves for the unexpected**
Recording: Recording Link
Slides: Slides

Tax Management
• **Key tax obligations**
• **Record keeping that supports deductions**
• **Documentation needed for audits or compliance**
• **Avoiding tax pitfalls**
Recording: Recording Link
Slides: Slides

Time Management and Organization
• Balancing project work and daily child care operations
• Using tools to stay on schedule
• Staying organized with recordkeeping practices
• Reducing stress through planning
Recording: Recording Link
Slides: Slides
Other Resources:
• Weekly Planning Ritual
• Daily Dashboard
• Project Tracker Template
• Child Tracking Dashboard
• Staff Tracking Dashboard
• Facility Tracking Dashboard

Grants and Funding Opportunities
• Identify grant opportunities
• Write stronger applications
• Tracking grant spending
• Diversifying funding
• Avoiding dependency on one-time funds
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Slides: Slides

HR and Hiring Help
• Planning for staff needs for expanded and improved spaces
• Addressing HR requirements
• Retaining staff during times of change
Recording: Recording Link
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Slides: Slides
Other Resources
• Planning and Managing Staff Through Growth and Change Workbook

From Busy to Strategic: Time Management & Project Planning for Childcare Owners
Recording: **Recording Link**
Password **#kYVVts0**
Slides: Slides
Other Resources
• Quick Reference Guide • Printables • Toolkit

AI as Your Business Assistant: Using AI to Save Time & Understand Your Childcare Business
Recording **Recording Link**
Password **=f9b@Y=^**
Slides: Slides
Other Resources
• AI Getting Started Guide • AI Business Foundation Prompt • Talk to AI Cheat Sheet • Childcare AL Prompt Library • Childcare CEO KPI Quick Start Worksheet