

**Department of Human Services
Bureau of Children and Adult Licensing**

**Child Care Centers and Homes
Letter Series 2012-03**

Date: April 30, 2012

To: All Child Care Providers

From: James S. Sinnamon, Director
Child Care Licensing Division 

Subject: 1973 PA 116, MCL 722.112a – CPR Certification

The previous Letter Series Memo 2012-01 on this topic is rescinded.

Currently the language in 1973 PA 116 requires that cardiopulmonary resuscitation (CPR) certification be completed yearly.

Because CPR cards are valid for two years, I was recently asked if the department would accept a letter, in lieu of a new card, from a CPR trainer as confirmation that a caregiver has completed a refresher CPR course and in-person skills test within the past 12 months. A letter will be accepted by licensing in lieu of card, but the letter must be from the trainer on official letterhead from the approved training organization and must include all of the following:

- Date of refresher training.
- Name of the trainer.
- Documentation that the participant passed the in-person skills test.

Providing this letter, in conjunction with a current CPR card, will allow a caregiver to satisfy the requirements of both PA 116 and the relevant administrative rules.

Should the language in PA 116 be amended at some point to allow a two-year window for CPR training to be valid, the option described above would no longer be accepted.

This information will be included in the home and center technical assistance manuals. Please contact your consultant if you have any questions about this memo.

cc: Child Care Licensing Consultants and Area Managers