

Staff File Review for Unlicensed Registered Ministry

Staff files will need to have the following records available on site:

- Facility Name: _____
- Staff / Volunteer Name: _____
- Date of Hire: _____

Registered Ministry

- National Criminal History Check/Fingerprints (consultant will check this based on info from I-LEAD)
- Consent Form (*consultant will check this based on info from I-LEAD*)
- Universal Precautions (*upon hire / volunteer. Dated no earlier than 12 months prior to date of hire / volunteer and then annually*)
- Safe Sleep Training (*The operator of a child care ministry, director and all caregivers / volunteers who may work in the infant classroom. Must complete Module 1 and Module 2 prior to working in the room*)
- CPR Certification (*kept current & at least one person / volunteer on site. Certification must include a live return demonstration of skills*) ****As of July 1, 2023, CPR will be required to be kept current according to the expiration date on the CPR card**
- First Aid Certification (*upon hire, volunteer. Current certification*)

CCDF (Child Care Development Fund) *see legally licensed exempt provider child file resource

- 18 years of age (*youngest can be 14 years of age as caregiver/ volunteer, but under direct supervision*)
- Child Abuse and Neglect Detection and Prevention Training (*completed within three (3) months of hire / volunteer*)
- Orientation Training (*upon hire / volunteer*)
- In-Service Training (*Twelve (12) hours required per year, does not include CPR, first aid, and universal precautions training. Includes volunteers*)
- Drug Test Results (*upon hire/ volunteer. Results must be reviewed by MRO and a signature is required on any positive results*)
- Tuberculosis Test (TB) with results (*once upon hire / volunteer*) *****Dated no earlier than 12 months prior to date of hire OR annually if req. for those who have had a positive T.B reading**
- Health and Safety Modules Certification (*four (4) modules in I-Lead, within 90 days of hire / volunteer. Module 4 is only required if they have school-age children enrolled in program*)
- Written Tobacco and Substance Policy (*staff/ volunteer provided a copy of policy, can sign*)
- Written Supplemental Criminal History Policy (*staff / volunteer provided a copy of policy, can sign*)
- If transporting children, will need copy of driver's license, registration of vehicle, and insurance for vehicle used (*all documents must be current and valid*)

VCP (Voluntary Certification Program)

- Physical (*within thirty (30) days of hire / volunteer or twelve (12) months prior to hire*)
- High School Diploma (*or equivalent*)
- CPR (*as required for Ministry, above, & all infant/toddler staff/ volunteer*)
- The director has completed a CDA (Child Development Associate) credential or early childhood degree or equivalent degree OR the director of the ministry agrees to sign agreement to obtain a CDA within three (3) years of obtaining the VCP and show progression towards completion each year.