

## Staff File Review for Legally Licensed Exempt Provider Home/Center

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

- Facility Name: \_\_\_\_\_
- Staff / Volunteer Name: \_\_\_\_\_
- Date of Hire: \_\_\_\_\_
- 18 years of age (*youngest can be 14 years of age, but under direct supervision of a qualified caregiver over 18*)
- Child Abuse and Neglect Detection and Prevention Training (*within three (3) months of hire/ volunteer*)
- Orientation Training (*upon hire / volunteer*)
- In-Service Training (*twelve (12) hours required per year, includes volunteers*)
- Safe Sleep Training Certification (*Applicant and all caregivers/ volunteers who may work with infants must complete Module 1 and Module 2 prior to working*)
- Drug Test Results (*completed no more than sixty (60) days prior employee hire date. 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 employment, and Module 4 is only required if they have school-age children enrolled in program*)
- CPR Certification (*current, one person on site at all times. Must include a live return demonstration of skills and be age appropriate*)  
\*\* As of July 1, 2023, CPR will be required to be kept current according to CPR card and not completed annually
- First Aid Certification (*upon hire / volunteer, current certification*)
- 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: (*all documents must be current and valid*)
  - copy of driver's license; registration of vehicle, and insurance for vehicle used