

Staff File Review for Licensed Center

Staff files will need to have the following records available on

- Facility Name: _____
- Staff / Volunteer Name: _____
- Date of Hire: _____
- 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*)
- Lead Caregiver. *Date became a lead caregiver:* _____
 - Diploma Transcript CDA
- Assistant Caregiver. *Date became an assistant caregiver:* _____
 - Diploma Transcript CDA
- Application for Employment on file.
- Emergency Contact numbers (*name, address, phone number, and physician/ health facility to be contacted in event of an emergency*)
- Orientation Training (*signed and dated*)
- CPR Certification (*current, at least one person on site, and all infant/toddler staff and volunteers. Certification must include a live return demonstration of skills*) ** As of July 1, 2023, CPR will be required to be kept current according to according to the expiration date on the CPR card)
- First Aid Certification (*one (1) caregiver needs training prior to opening a center, and in addition, all infant/toddler caregivers shall have current training before working in the classroom and, all other staff/ volunteer -complete within six (6) months, certification is kept current, follow the expiration date on the card*)
- Universal Precautions (*upon hire / volunteer or dated no earlier than 12 months prior to date of hire and annually*)
- Physical (*within 30 days of hire/ volunteer. Dated no earlier than 12 months prior to date of hire*)
- Tuberculosis Test (TB) Results (*within 30 days of hire / volunteer. Dated no earlier than 12 months prior to date of hire and annually thereafter*)
- Drug Test Results (*upon hire/ volunteer. Results must be reviewed by MRO and a signature is required on any positive results*)
- Safe Sleep Training Certification (*director and all caregivers/ volunteer who may work in the infant classroom. Must complete Module 1 and Module 2 prior to working in the room*)
- Health and Safety Modules Certification (*four (4) modules in I-Lead, within 90 days of hire / volunteer, and Module 4 is only required if they have a school-age children enrolled in program*)
- Child Abuse and Neglect Detection and Prevention Training (*within first two (2) weeks of hire / volunteer and annually thereafter*)
- Annual Employee Evaluation
- In-Service Training Hours (*Twelve (12) hours required per year, includes volunteers*)