

## Personnel File Review Worksheet

You must maintain files for **ALL** educators, caregivers, volunteers, household member, and applicant in your child care program. These records will be reviewed by a OECOSL licensing consultant to determine compliance with CCDF Provider Eligibility Standards.

Name on File	Req: Documentation of annual 12 hours of in-service trainings	Req: Completed Health and Safety Training Modules (on file)	Policy: Alcohol / Tobacco/ Drug	Policy: Criminal History Reporting	Policy: Drug Test Consent	Child Abuse and Neglect completed training (Date completed)	Current T. B test with results	Negative Drug Test with results (within 60 days)	Safe Sleep Practice completed trainings (SUIDS)	Pediatric /Child / Adult <u>Current First Aid</u> Certification (Date completed)	Pediatric /Child / Adult <u>Current CPR</u> (Date completed)	Documentation of completed Orientation Training	Current <u>Qualified Caregiver Consent</u>	Current <u>National Criminal History</u> (exp date)	Hire / Start Date