Individual Staff Record Checklist

This form may be used for individual staff (any person(s) employed by or working for or at a center on a regularly scheduled basis including full-time, part-time, voluntary, substitute, contract or consulting personnel, whether compensated or not) upon hire and at renewal and maintained on file at the center.

Staff Name:	:				Star	t Date:						
Position:					Hours:							
Records of current star Orientati Training	on •Required	a group of d annually.	children.		Iministrative office).							
	Date Completed:	Americal	Date Completed:		Date Co	ompleted:	A		Date Completed:			
Initial Orientation:		Annual Orientation:		Annual Orientation	:		Annı Orienta					
 Child Abuse I Until the results of the been received, the canother staff membra child or group of cl Within two weeks at the sponsor or spondonsent form for the Required for staff age 	he CARI background tenter shall ensure or er, and ensure that phildren. Iter a new staff mem sor representative shall e new staff member enew staff member ene	check for a new sta versight of the new verson is not left alc ber begins working hall submit a comple	off member have staff member by one to supervise at the center, eted CARI	 Criminal History Record Information (CHRI) Until the center obtains the online results of the CHRI background check for a new staff member from the Department of Human Services, the center shall ensure oversight of that person by another staff member and ensure that the person is not alone to supervise a child or group of children. Within two weeks after a new staff member begins working at the center, the sponsor or sponsor representative shall ensure that the new staff member completes the CHRI fingerprinting process. Required for staff age 18 and older. 								
Date Mailed:	Date on File:	Com	nments:				File:		Comments:			
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Annual Period	 Date each block indicating the date one clock hour of staff development is completed. Maintain documentation of the date, time, topic, and presenter for all staff development, including Orientation Training. 																	
CPR/First Aid Certification Dates (if applicable):																		
"Understanding Licensing Regulations" Date Completed:										d:								

^{*}This checklist may be used in addition to and does not replace the Staff Records Checklist.