

Staff File Review for Licensed Home

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

- Facility Name: _____
- Staff / Volunteer Name: _____
- Date of Hire: _____
- Applicant must provide documentation to the division that the licensee:
 - has completed; is enrolled in; or agrees to complete within the next three (3) years; a child development associate credential program or a similar program approved by the division.
- National Criminal History Check/Fingerprints (*consultant will check this based on info from I-LEAD*)
- Consent Form (*consultant will check this based on information entered into I-LEAD*)
- Drug Test (*upon hire or volunteer, all drug screen results must have been reviewed by MRO and a signature is required on any positive results*)
- CPR (*current, at least one shall be on the premises at all times. 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 (*current, follow the expiration date on the card. Training shall be completed within ninety (90) days of starting employment or volunteer work.*)
- Universal Precautions Training (*within 30 days and annually*)
- Safe Sleep Training (*All caregivers / volunteers if the programs cares for infants. Must complete Module 1 and Module 2 prior to working*)
- Tuberculosis Test (TB) Results (*within 30 days of employment/ volunteer, dated no earlier than 12 months prior to date of hire and annually thereafter*)
- Physical (*within thirty (30) days of employment / volunteer, dated no earlier than 12 months prior to date of hire/ volunteer*)
- Child Abuse and Neglect Detection and Prevention Training (*within thirty (30) days of hire/ volunteer*)
- Health and Safety Modules Certification (*four (4) modules in I-Lead, within 90 days of hire, and Module 4 is required if program is licensed for school-age*)
- Fire Prevention and Safety Procedures (*within one (1) week of hire / volunteer*)

Household Members (not caregivers)

- Household Member's Name: _____
- National Criminal History Check/Fingerprints (*consultant will check this based on info from I-LEAD, 18 years of age*)
- Consent Form (*consultant will check this based on info from I-LEAD. If under 18 years of age form must be signed by a parent/guardian*)
- Physical (*within thirty (30) days of application*)
- TB Test with Results (*18 years and older and annually*)
- Drug Test with Results (*18 years of age or older. Results must be reviewed by MRO and a signature for any positive results*)