|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | **Name:** | | **Name:** | | **Name:** | | **Name:** | |
| **PCID:** | (Circle One)  Director GS  AGS AIDE  Volunteer Facility Person | | (Circle One)  Director GS  AGS AIDE  Volunteer Facility Person | | (Circle One)  Director GS  AGS AIDE  Volunteer Facility Person | | (Circle One)  Director GS  AGS AIDE  Volunteer Facility Person | |
| **Provisional Hire Waiver: Y N**  **Date:** | **Work Hours:** | | **Work Hours:** | | **Work Hours:** | | **Work Hours:** | |
| **Inspection Date:** | **Room/Location:** | | **Room/Location:** | | **Room/Location:** | | **Room/Location:** | |
| **Certification Rep:** |
| **Required Information**: §3270.33; §3270.35; §3270.36; §3270.37 | | | | | | | | |
| Date of Hire / First day caring for children |  |  |  |  |  |  |  |  |
| Employee address in record §3270.192(1) | Y N | | Y N | | Y N | | Y N | |
| Out-of-state clearances required | Y N | | Y N | | Y N | | Y N | |
| Date of birth §3270.192(2)(i) |  | |  | |  | |  | |
| Date: Disclosure statement §3270.192(4) |  | |  | |  | |  | |
| **Provisional Hire Waiver Only** |  | |  | |  | |  | |
| Request date – State Police Clearance §3270.192(4)/3270.32(a) |  | |  | |  | |  | |
| Request date – Child Abuse Clearance |  | |  | |  | |  | |
| Date: Employee fingerprinted |  | |  | |  | |  | |
| Request date – NSOR |  | |  | |  | |  | |
| 45-day provisional hire end date |  | |  | |  | |  | |
| Suspend date / Return date |  |  |  |  |  |  |  |  |
|  | **PREVIOUS** | **MOST RECENT** | **PREVIOUS** | **MOST RECENT** | **PREVIOUS** | **MOST RECENT** | **PREVIOUS** | **MOST RECENT** |
| Date: State Police Clearance |  |  |  |  |  |  |  |  |
| Date: Child Abuse Clearance |  |  |  |  |  |  |  |  |
| Date: FBI Clearance |  |  |  |  |  |  |  |  |
| Date: NSOR Certificate |  |  |  |  |  |  |  |  |
| Date: Mandated reporter training |  |  |  |  |  |  |  |  |
| Date: Health assessment  §3270.192(3)/§3270.151(c)(1) |  |  |  |  |  |  |  |  |
| Mantoux test read/results (circle one) §3270.192(3)/§3270.151(c)(2) | POS NEG  Date: | | POS NEG  Date: | | POS NEG  Date: | | POS NEG  Date: | |
| Signature of MD/CRNP/PA §3270.151(b) | Y N | | Y N | | Y N | | Y N | |
| Proof of qualifications on file §3270.192(2)(ii) | Y N | | Y N | | Y N | | Y N | |
| Level of education and years of experience  §3270.192 (2)(ii)/(iv) |  | |  | |  | |  | |
| Two written nonfamily references §3270.192(5) | Y N | | Y N | | Y N | | Y N | |
| Date: Pediatric first-aid / CPR training §3270.31(e)(4)(i)/§3270.31(f)(10) |  |  |  |  |  |  |  |  |
| 12 hours of annual professional development §3270.31(e) | Y N | | Y N | | Y N | | Y N | |
| Date: CCDBG health and safety professional development[[1]](#footnote-1) §3270.31(f-g) |  | |  | |  | |  | |
|  | **PREVIOUS** | **MOST RECENT** | **PREVIOUS** | **MOST RECENT** | **PREVIOUS** | **MOST RECENT** | **PREVIOUS** | **MOST RECENT** |
| Date: Staff evaluations §3270.34(a)(6) |  |  |  |  |  |  |  |  |
| Date: Emergency plan training §3270.27(c) |  |  |  |  |  |  |  |  |
| Date: Fire safety training §3270.31(e)(4)(ii) |  |  |  |  |  |  |  |  |
| Date: Water safety training §3270.31(e)(4)(iv)/ §3270.115(8) |  |  |  |  |  |  |  |  |

1. CCDBG health and safety professional development shall be completed withing 90 days of hire for new staff persons and by June 17, 2021 for current staff persons hired as of December 19, 2020 [↑](#footnote-ref-1)