



Child Care Facilities STAFF File Checklist: _____
 _____ Employee/Volunteer Name

Items in **Bold** are required before employment may begin:
Underlined items are required with varying application/renewal dates:

Subject:	Date:	Date:	Date:
Employment Date: Application must be on file, including proof of identity (Driver's License, Passport, etc.), work eligibility and five-year employment history check.			
Level 2 Background Screening: FBI, FDLE and Local Law Enforcement Rescreening required every Five years.			
Child Abuse/Neglect Reporting Requirements: CF-FSP Form 5337 must be signed annually using the most up to date forms.			
Affidavit of Good Moral Character: CF Form 1649A must be signed annually using the most up to date forms.			
<u>First Aid: Cardiopulmonary Resuscitation (CPR)</u> Certificate expires on: Required within 60 days of employment.			
<u>40 Hour DCF Introductory Child Care Training:</u> Beginning Date: Must begin within 90 days of employment, and completed within one year.			
<u>10 Hour FCCPSA Approved Child Care Training Yearly to include: Identifying and Reporting of Child Abuse:</u> (Two hours of required annually			
<u>Early Literacy Training:</u> 5 clock-hours/.5 CEU within first 12 months.			
<u>Fire Drill and Use of Fire Extinguisher:</u> Required every two years.			
Driver's License: Optional except for Transportation Drivers.			