



STAFF RECORDS COVERSHEET

For Public/Private School Employees Only:
 Original Date of Hire with the School System/Board of Ed: _____
 Date the School Employee started working at a licensed child care program owned by the School or its Board of Education: _____

Last Name: _____

First Name: _____

Role in Center: _____

Date of Birth: _____ Last 4 Digits of Social Security #: _____

Date of Hire or Re-Hire _____ (On or after the date staff is added to KARES/NBCP Permanent Roster)

KARES – NBCP (National Background Check Program)

- _____ Final Registry Results Form on file for review
- _____ Employee Authorization Form on file for review (Must indicate eligible for hire)
- _____ DCC 500 on file for review
- _____ DCC 501 on file for review

Out-of-state Background Check Required? Yes No Contact chfsdccnbc@ky.gov for assistance with out of state background checks. Maintain a list of all contacts and copies of submitted forms and final documents. Upload into KARES/NBCP.

Underage Staff: Final results of the Central Registry Check available on the CAN Online Portal on _____

- TB Skin Test** _____ (record date checked or risk assessment completed)
- First Aid Certification** _____ (expiration date)
- CPR Certification** _____ (expiration date)
- Work Schedule** _____; i.e., Monday – Friday 9am-5pm
- ECE-TRIS Training Record** is available for review and contains the following information:
 - 6-Hour Cabinet Approved Orientation Training date _____
 - Pediatric Abusive Head Trauma Training expiration date _____
 - CPR/First Aid Training Date (Required within 90 days of hire) _____

Note: For existing staff, training hours will be determined by completion dates between July 1 and June 30.
 For new staff or staff who have not been employed for 5+ years, training hours will be determined in the first year by hire date.
EXAMPLE: Hire date Oct. 15, 2020 First Year window = Oct. 15, 2020 – Oct. 15, 2021 Second Year window = Oct. 16, 2021 – June 30, 2022

- Education Verification:** Check one: _____ High school diploma _____ College Degree
 _____ Transcript with date of graduation from college or high school
 _____ GED
 _____ Current Commonwealth Child Care Credential
 _____ High School Student with documentation verifying current enrollment in school
- Staff Annual Evaluation Date** _____
- Annual Professional Development Plan Date** _____
- Job Description** in employee file