

STAFF RECORD CHECKLIST – LICENSE EXEMPT CHILD CARE
CONFIDENTIAL – DO NOT POST

Use of form: Use of this form is voluntary. It is intended for use as a review document for all staff records by license exempt child care centers and licensing specialists. Completion of this form will help ensure compliance with staff record requirements. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: A check mark or date indicates that the required information is in the staff file. Name, employment date, and position title should be filled in.

Child Care Center Name		Address (Street, City, Zip Code)										Facility ID Number			
Staff Person Name and Position Title	Employment Date	Background Information Disclosure form 251.04(5)(a)2.	DOJ criminal history results 251.04(5)(a)3.	DHFS / DRL results 251.04(5)(a)3.	One-time, fingerprint-based criminal background check	Orientation 251.04(5)(a)6., 251.06(2)(a)	SBS training 251.04(5)(a)7., 251.05(1)(b)	Current infant / child CPR certificate 251.05(1)(c)	Entry-level education 251.05(1)	Entry-level experience 251.05(1)	WI Child Care Administrator Credential 251.05(1)(e)	10 hour supervision / management training 251.05(1)(e)4.e.	Continuing education 251.04(5)(a)6., 251.05(2)(c)	Annual Driving Record 251.08(3)(b)	10 hour school age assistant training 251.095(4)(b)3.
A.															
B.															
C.															
D.															
E.															
F.															
G.															
H.															
I.															
J.															

I attest that the information contained on this form is correct and complete to the best of my knowledge.

SIGNATURE – Licensing Specialist

Date Signed

SIGNATURE – Center Designee

Date Signed

*The department-approved courses *Introduction to the Child Care Profession* and *Skills and Strategies for the Child Care Teacher* are the courses that meet the entry-level requirement. *Introduction to the Child Care Profession* and *Fundamentals of Infant and Toddler Care* taken after 09/02/2001 contain the SIDS risk reduction component, and courses taken after 07/01/2005 contain the SBS training component. *Health, Safety and Nutrition* courses taken from a Technical College after 01/01/2006 contain the SBS training component.