# CHILD CARE PERSONNEL REQUIREMENTS

**All owners, directors, child care staff, substitutes, maintenance staff, support staff and volunteers are child care personnel.**

1. **OWNER** - The applicant who holds the license to operate children's center.
If the applicant is a corporation or partnership and any of the officers are regularly on the premises, or if the applicant is an individual owner the following documentation is required in the children's center personnel file:

- Employment Application
- Affidavit of Good Moral Character. See (1) below
- Central Abuse Hotline Records Search
- Background Screening. See (1) below.
- Five Year Screening. See (1) below.

2. **DIRECTOR** - The owner, operator, center manager, or site supervisor who is responsible for the operation of a children's center must meet all requirements of child care staff, and have a Director Credential certificate and Central Abuse Hotline Records Search. See (1) below.

3. **CHILD CARE STAFF -** A person who participates daily in direct care, teaching or training of children cared for in a children's center. This may also be a volunteer who may be alone with a child or children and/or used in the adult-child ratio.

The following documentation is required in the children's center personnel file:
- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- Employment History Check
- Local Criminal Records Check
- Five Year Local Criminal Records Check
- Fingerprint documentation. See (2) below.
- Five Year rescreen documentation
- Education documentation
- 40-Hour; 10-Hour Training documentation
- 5 Clock-Hours or .5 CEU Early Literacy training
- Credentialing Requirement if staff member meets this requirement
- Approved infant training certificate if staff member cares for infants
- First Aid Certificate if staff member meets this requirement
- Infant and Child CPR if person is meeting this requirement
- Driver's license and driver's physical exam if staff member meets this requirement
- See **(2)** below

4. **SUBSTITUTE** - An employee of a children's center who is working in the absence of regular child care personnel. In the absence of regular staff members, there must be similarly qualified substitutes except in actual emergencies of a temporary non-recurring nature.

The following documentation is required in the children's center personnel file:
- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- Employment History Check
- Local Criminal Records Check
- Five Year Local Criminal Records Check
- Fingerprint documentation. See (2) below.
- Five Year rescreen documentation
- Education documentation
- 40-Hour; 10-Hour Training documentation for substitutes who work regularly
- 5 Clock-Hours or .5 CEU Early Literacy training
- Approved infant training certificate for substitutes who work regularly if person cares for infants
- First Aid Certificate if person is meeting this requirement
- Infant and Child CPR if person is meeting this requirement
- Driver's license and driver's physical exam if person meets this requirement
- See **(2)** -below

5. **MAINTENANCE/SUPPORT PERSONNEL** - A person, including a cook, driver, maintenance person, and secretary. A child enrichment service provider such as a computer, music, gymnastics, dance, or swim instructor who is employed by a children's center during the time children are in care must complete background screening requirements.

The following documentation is required in the children's center personnel file:
- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- Employment History Check
- Local Criminal Records Check
- Five Year Local Criminal Records Check
- Fingerprint documentation. See (2) below.
- Five Year rescreen documentation
- Credentialing requirement if person meets this requirement
- Infant and Child CPR if person is meeting this requirement
- First Aid Certificate if person is meeting this requirement
- Driver's license and driver's physical exam if person meets this requirement
- See **(2)** below

6. **VOLUNTEER** - A person who provides services at a children's center with no promise of compensation. A volunteer **not** under direct and constant supervision, and/or is alone with children, and/**or used in adult/child ratio**, must meet all the requirements of child care staff.
**For a volunteer who works less than 10-hours a month,** who is under direct and constant supervision, a Volunteer Affidavit is only required in the children's center personnel file.
**For a volunteer who works 10 hours or more a month**, who is under direct and constant supervision, the following is required in the children's centers personnel file:
- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- Employment History Check
- Local Criminal Records Check
- Five Year Local Criminal Records Check
- Fingerprint documentation
- Five year rescreen documentation
- 40 Hour/10-Hour Training documentation if directly working with children
- 5 Clock-Hours or .5 CEU Early Literacy training
- Credentialing Requirement if person is meeting this requirement
- Approved infant training certificate if working with infants
- First Aid Certificate if person is meeting this requirement
- Infant and Child CPR if person is meeting this requirement
- Driver's license and driver's physical exam if person meets this requirement
- See **(2)** below

7. **EMERGENCY PERSON - In children's centers where only one child care staff member is required, at least one other person must be on the premises for emergency purposes. No records are needed but the person's name and time this service is provided must be included on the Staff Roster.**

**(1)** Directors/owners must submit an employment history check and an Affidavit of Good Moral Character to the License Board. The License Board will submit the initial local criminal records check and five year local criminal records check and the Central Abuse Hotline Records Search. The initial fingerprinting and 5 year rescreen results should be done under the director or director/owner OCA number and will be returned to the License Board.

**(2)** Advanced Life Saving and Basic Swimming Instructor Certificate or equivalent is needed if person is needed to meet this requirement.