

**Worksheet 1: Child Care Staff Data Sheet**

Facility:	Name:	Name:	Name:	Name:
PCID:				
Provisional Hire Waiver:	Work Hours:	Work Hours:	Work Hours:	Work Hours:
Date:				
Inspection Date:	Room/Location:	Room/Location:	Room/Location:	Room/Location:
Certification Rep:				
<b>Required Information:</b> §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
Out-of-state clearances required	Y	N	Y	N
Date of birth §3270.192(2)(i)				
Date: Disclosure statement §3270.192(4)				
<b>Provisional Hire Only</b>				
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
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 §3270.192(3)/§3270.151(c)(2)	Date:	Date:	Date:	Date:
Signature of MD/CRNP/PA §3270.151(b)	Y	N	Y	N
Proof of qualifications on file §3270.192(2)(ii)	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
Date: Pediatric first-aid / CPR training §3270.33(d)				
Required 6 hours of annual training §3270.31(e)				
*Date: Health and safety training				
	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)				