DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

dcf.wisconsin.gov

STAFF RECORD CHECKLIST – GROUP CHILD CARE CENTERS
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 child care centers and licensing specialists. Completion of this form by licensees will help ensure compliance with DCF 251.04(5)(a). 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.

Name – Child Care Center	Address (Street, City, Zip Code)	Facility ID Number

Name – Staff Person and Position Title	Start Date	Staff Record form information 251.04(5)(a)1.	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.	Staff Health Report – Child Care Provider 251.04(5)(a)4., 251.05(1)(L)1.	TB test 251.04(5)(a)4., 251.05(1)(L)1.	Orientation 251.04(5)(a)6., 251.05(2)(a)	SBS training 251.05(1)(b)	Registry certificate 251.04(5)(a)5., 251.05(1)(i)	Education qualifications 251.04(5)(a)5.	WI Child Care Administrator Credential	Current infant / child CPR certificate 251.05(1)(c)	Biennial CAN training 251.04(8)(b)	Continuing education 251.04(5)(a)6.	10 hour Administrator / Director training 251.05(1)(d)5., 251.05(1)(e)4.e.	10 hour infant and toddler training 251.09(1)(e)	10 hour school age assistant training 251.095(4)(b)3.	Annual Driving Record 251.08(3)(b)
A.																			
B.																			
C.																			
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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.