



Child Care Facilities STAFF File Checklist: _____

Employee/Volunteer Name _____

Items in **Bold** are required before employment may begin:

Underlined items are required with varying application/renewal dates:

Subject:	Date:	Date:	Date:
<p>Employment Date: Application must be on file, including proof of identity (Driver's License, Passport, etc.), work eligibility. Use form CF-FSP 5131 for five-year employment history verification.</p>			
<p>AHCA "Clearinghouse" Background Screening with Photo ID on form: FBI, FDLE and Local Law Enforcement Rescreening required every Five years.</p>			
<p>Child Abuse/Neglect Reporting Requirements: CF-FSP Form 5337 must be signed annually using the most up to date form.</p>			
<p>Attestation of Good Moral Character: CF Form 1649A must be signed using the most up to date form.</p>			
<p><u>First Aid/CPR Pediatric Training</u> Certificate expires on: Required within 60 days of employment.</p>			
<p><u>45 Hour DCF Introductory Child Care Training:</u> Beginning Date: Must begin within 90 days of employment and completed within one year.</p>			
<p><u>10 Hour In-Service Child Care Training</u> <u>Annually</u> to include: Identifying and Reporting of <u>Child Abuse</u>.</p>			
<p><u>Early Literacy Training:</u> 5 clock-hours/.5 CEU within first 12 months.</p>			
<p><u>Fire Drill and Use of Fire Extinguisher Training:</u> Required within the first 30 days of employment.</p>			
<p>Driver's License: Optional except for Transportation Drivers.</p>			