

HEAD START/EARLY HEAD START PERSONNEL FILE CHECKLIST

Employee Name: _____ Date of Hire: _____

Section 1: Checklist	Notes:
File Checklist	
First Aide Certificate	
CPR Certificate	
Section 2: DCF	
Background Screening & Personnel Requirements	
Addendum/...Child Care Personnel	
DCF Background Screening Result Letter	
Florida Sex Offender Search Results	
National Sex Offender Search Results	
Affidavit of Good Moral Character	
Employment Application	
Employment History	
Employment Verifications	
Personnel References (3)	
Child Abuse and Neglect Statement	
Exposure Control Plan	
Section 3: Credentials	
Degree/CDA/FCCPC/High School Diploma	
DCF Certifications (passed exam certs)	
Section 4: Training Certificates (in-service hours)	
Inservice Training Record Page 1	
Inservice Training Record Page 2 (Log)	
Child Care Training Transcript	
Training Certificates	
Section 5: TCCC/HS & EHS Forms	
Confidentiality Statement	
Emergency Information	
Certificate of Understanding Corporal Punishment	
Job Description Acknowledgement	
HS/EHS Orientation Checklist/Annual Policy Review	
Code of Conduct/Ethics	
State Required Training	
Certification of New Employee Handbook	
Bus Monitor Training	
Personnel Policies and Procedures	
FDLE Background Screening & Certification	
Section 6: Physical	
Physical (updated every 3 years)	
TB Skin Test Screening	
TB Results (if applicable)	