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 251.05(2)(a). Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: A separate file is required for each employee. Fill in the name, position title, and employment date. Then use the codes provided in the code key below to identify the status of the remainder of the information required to be in each staff file.

Child Care Center Name	Facility ID Number
Address (Street, City, Zip Code)	File Review Date

Code Key:
- X = met
- O = not met
- ND = not yet due
- NA = not applicable

Staff Person Name and Position Title	Start Date (mm/dd/yyyy)	Staff Record form information 251.05(2)(a)1.	Preliminary Eligibility / Determination from CBU	Final Eligibility / Determination from CBU	Staff Health Report – Child Care Provider 251.05(2)(a)3.	Orientation 251.05(4)(a)	WI Registry certificate 251.05(2)(a)4.	Education qualifications 251.05(2)(a)4.d.	High school diploma or equivalent 251.05(2)(a)5.	Continuing education 251.05(2)(a)7.	AHT training 251.05(3)(b)	Current infant / child CPR certificate 251.05(3)(c)	Additional Director training Table 251.05A, Table	Biennial CAN training 251.05(3)(cm)	10-hour Administrator training 251.05(3)(d)5.	10-hour infant and toddler training 251.09(1)(e)	School age education qualifications 251.094(2), (2m), (3), and (4)	Annual driver training 251.08(4)(b)	Annual Driving Record 251.08(4)(c)
A.																			
B.																			
C.																			
D.																			
E.																			
F.																			
G.																			
H.																			
I.																			
J.																			

Information related to entry-level qualifications can be found on the DCF Internet Child Care Regulation Information for Providers page under Training https://dcf.wisconsin.gov/ccregulation/providers.