

STAFF RECORD CHECKLIST – PUBLIC SCHOOL OPERATED CHILD CARE
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 license exempt child care centers and licensing specialists. Completion of this form will help ensure compliance with staff record requirements. 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.

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

Staff Person Name and Position Title	Start Date (mm/dd/yyyy)	Preliminary Eligibility / Determination from CBU	Final Eligibility / Determination from CBU	Orientation 251.05(4)(a)	AHT prevention training 251.05(3)(b)	Current infant / child CPR certificate 251.05(3)(c).	Entry-level education and experience 251.05(3)	WI Registry Certificate / Education Qualifications 251.05(2)(a)4.	Continuing education 251.05(2)(a)7.	Annual Driving Record 251.08(4)(c)	School age education qualifications 251.094(2), (2m), (3), and (4)
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>.