

1.0 Staff Checklist

| Staff Checklist | | | |
|--|-------------------|--------------------|-------------|
| <p><i>This checklist can be used to track items required to be in an employee file. Please note different roles within a program require different documentation, it is always the administrator's responsibility to read and understand the licensing rules and maintain compliance.</i></p> | | | |
| Staff Name | | Position | |
| Date of Hire | First Day of Work | Date of Separation | |
| Date of Most Recent Background Check | | | |
| Item | Date Completed | Date Expires | |
| Ohio Professional Registry (OPR) profile <i>If a staff person does not have a profile or if the profile is not up-to-date, the staff person will need to login and create one or update their information. The administrator will also need to associate the new staff with the program on the program's OPR organization dashboard. https://registry.occrra.org/</i> | | | |
| Complete BCI and FBI background checks (if applicable) [This must be done every 5 years] http://jfs.ohio.gov/cdc/Background_Check_Process.stm | | | |
| Submit a request for a background check electronically in the OPR [This must be done every 5 years] | | | |
| Receive JFS 01176 "Program Notification of Background Check Review for Child Care" [This must be received every 5 years] | | | |
| Employee Medical (Sample form JFS 01296 may be used) [Must have been completed in the past twelve months for new hires] | | | |
| HS diploma and verification of at least 18 years of age or -JVS 2 nd year or -senior and enrolled in child development for college credit or -college transcript [OAC Rule 5101:2-12-08] | | | |
| Completion of Staff Orientation training [within 30 days of hire, verified in OPR] | | | |
| Verification of Child Abuse One-Hour Overview [within 60 days of hire, verified in OPR and valid for two years] (if applicable) | | | |
| Photo ID/Driver's License: [Staff transporting children must maintain a current driver's license on file] | | | |
| Administrators only | | | |
| Administrator education qualifications | | | |
| Administrator rules training verification in OPR | | | |
| <i>Contact your licensing specialist for a "New Administrator Checklist," a guide to help administrators develop a good foundation with their new program.</i> | | | |
| List the expiration date of trainings | | | |
| CPR | First Aid | Comm. Disease | Child Abuse |

All forms can be found by searching for the ODJFS number at: <http://www.odjfs.state.oh.us/forms/>

Instructions

1. Ohio Professional Registry (OPR) profile

- The staff needs to make an OPR profile, go to this link and sign in <https://registry.occrra.org/#/>
- Click the "Create Profile" button in the top right corner.
- Enter your information (Enter your first name, last name, and birthdate.)
- If your information is not already in the system, you will be prompted to enter more details.
- Provide your home or cell phone number, home address, and demographic information.
- Create a password for your account.
- Finalize and save your profile
- Click the "Create Profile" button to finalize the process.
- Your OPIN (Ohio Professional Identification Number) will be displayed on the screen. Keep this number, as it will be used to identify you on the site.
- Click "OK" to be taken to your new profile page.
- Sign in
- You can now sign in using your OPIN or email address and the password you created.

I already have an OPR profile

- If you already have an existing OPR profile, no need to make an account
- Sign in on your account and make sure to update your profile

2. Complete BCI and FBI background checks

- Log in to your OPR profile, once log in you need to add an employment
- Once you added the employment, you will get a notification for a background check
- On the upper right, click the icon of your profile, and you will see "Request Background Check", click on that
- You will be routed to a different window, and an Overview will be pop out on the screen, **READ THE OVERVIEW.**
- After you read the overview click on Start Request
- Thoroughly read the information you have if it is all correct. If not, click edit profile then update your profile.
- Once your profile is done, you may now click the Start Request
- You need to fill in all necessary information (Social Security Number is needed to complete the profile)
- Make sure that all (*) field is filled out to complete the request. Please note if there are fields that are disabled meaning you need to update your profile
- Once done filling out, click Next Section, then you will be routed to Program Search page. **Please read the instructions before filling out.**
- Put Little Steps Daycare Center as your Program, complete the programs then type in your Electronic Signature
- Then click on submit
- Once submitted you will be routed to a message about your request. Take a screenshot of your request or take note of the request ID#

3. Employee Medical

- Go to this link and download the file, https://drive.google.com/file/d/1KeoZ_fF61WrXUw6vbbTI-FgQS5ZKfX_y/view?usp=sharing
- Fill out the necessary information

4. Complete your HS diploma and verification of at least 18 years of age.

5. Completion of Staff Orientation training

- If you are not able to attend kindly contact the person in charge

6. Verification of Child Abuse One-Hour Overview

- Log in to your OPR account and request it, likely through a designated "training" or "education" section
- Navigate to training: Look for a section on your profile page that deals with training, education, or professional development.
- The exact path may vary, but you will need to find where you can access and complete courses.
- Complete the one-hour overview: Select the required one-hour child abuse overview training from the available options and complete it.
- Print your certificate (if necessary)