1.0 Staff Checklist

Staff Checklist

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.

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 *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/		
Complete BCI and FBI background checks *(if applicable) [This must be done every 5 years]* http://jfs.ohio.gov/cdc/Background_Check_Process.stm		
Complete and submit JFS 01175 "Request for a Background Check for Child Care" *[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 2nd 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		
Contact your licensing specialist for a "New Administrator Checklist," a guide to help administrators develop a good foundation with their new program.		
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/