## CHILD CARE CENTER/GROUP CHILD CARE HOME CHECKLIST FOR STAFF RECORDS

\*This document is being supplied as a sample. Your program may develop your own checklist or tailor this checklist to meet your specific needs. The records included on this sample checklist are most that are required by regulation. It is the program's responsibility to be aware of additional records that may apply to them. Separate checklists for miscellaneous records and child records are also available at www.ct.gov/oec \*

Employee Name	Health Record Expiration Date	TB Test	New Employee Orientation	Annual Training on Policies, Plans & Procedures	Professional Development	Disciplinary Actions	First Aid Training Exp. Date	CPR Training Exp. Date	Admin. of Med. Training Exp. <u>Date</u>			Criminal Background Check	DCF Background Check
Frequency (if applicable)	Every 2 years	Upon hire		Annual	1% of staff hours worked		Every 2 years	Every 2 years	Oral Every 3 years	Topical Every 3 years	Injectible Annual		
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