

# STAFF FILES

	STAFF NAME	<u>DATE OF EMPLOYMENT</u>	UNDER 18 YEARS OLD (Y/N)	EMPLOYEE, SUBSTITUTE OR VOLUNTEER (INDICATE E, S OR V)	EMPLOYEE-SUBSTITUTE- VOLUNTEER STATEMENT (Y/N)	SING (IOWA) RECORD CHECK-DATE (Criminal history & Abuse registries) Renew every 2 years	FBI NATIONAL FINGERPRINT CHECK – DATE submitted to DCI Renew every 4 years	FIRST AID CERTIFICATION – DATE Required within first 3 months of employment & maintain	CPR CERTIFICATION – DATE Required within first 3 months of employment & maintain	UNIVERSAL PRECAUTIONS TRAINING DATE- At least 1 hour required within first 3 months of employment and annually thereafter	MANDATORY CHILD ABUSE REPORTER TRAINING – DATE Within first 3 months of employment and every 3 years thereafter	PHYSICAL EXAM – within 6 months prior to hire and every 3 years thereafter	ESSENTIALS TRAINING – 12 MODULES Required within the first 3 months of employment	STAFF TRAINING – TOTAL HOURS (10 hours required first year of employment, 6 hours annually thereafter)
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