#  **Tip Sheet for New Hire** *(links are in blue)*

 **Under** [**922 KAR 2:405E**](https://apps.legislature.ky.gov/law/kar/922/002/405E.pdf)

* **Background Checks –** Fingerprint locations are currently closed. There are now two scenarios:
1. Staff new to the field:

Name-based background checks:

* [KY State Police](https://www.childcareawareky.org/wp-content/uploads/2020/05/KSP-background-check.pdf) **OR** [Admin. Office of the Courts](https://kycourts.gov/aoc/criminalrecordreports/Pages/default.aspx) (not both)
* [DCC 374 CAN Check](https://www.childcareawareky.org/wp-content/uploads/2020/03/DCC-374-CLEAN-SA-11-13-17.pdf) email to CHFSDCCNBCP@ky.gov (no payment necessary)
* Out-of-State background check (if applicable): contact CHFSDCCNBCP@ky.gov
* Place results of background checks in staff file.
1. Staff previously fingerprinted through KARES and have active status:
* Add new application in KARES. It will connect to the staff’s original application as long as it has not hit 180 days of separation. It will cost $20.
* For anyone who has been separated for 180+ days, a new application with fingerprints is required. Do not proceed because fingerprinting is closed. Use name-based background checks instead.
* **TB Verification**
	+ Statement from a health professional that the individual is free of active tuberculosis OR copy of negative tuberculin results
	+ Required prior to employment and needs renewed every two years
* **Education Verification**
	+ High school diploma, GED, or CCCC on file the first day the staff is at work
	+ A college degree or a transcript that contains a high school graduation date is acceptable.
* **Training Hours**
	+ Each staff needs 15 hours of training completed between July 1 and the following June 30 of each year of employment. New staff must take:
		- 6 hours of [Orientation Training](https://www.hdilearning.org/product/early-care-orientation-online-ecool-ld-gl/) within the first 3 months of employment
		- 1.5 hours of [Pediatric Abusive Head Trauma (PAHT) Training](https://learn.trc.eku.edu/moodle/login/index.php) within the first year of employment and every 5 years
* [**ECE TRIS**](https://tris.eku.edu/ece/content.php?CID=1&goto=https%3A%2F%2Ftris.eku.edu%2Fece%2Fcontent.php%3FCID%3D18) **Account -** There are two scenarios:

1. Staff is not in TRIS yet

* [Register online](https://tris.eku.edu/ece/content.php?CID=1&mtd=request) for an ECE Account.
1. Staff is in TRIS from previous employer
* Fax or mail [Personal Information Form](https://tris.eku.edu/ece/resources/files/117) to TRIS.
* [**Professional Development Plan**](https://www.childcareawareky.org/wp-content/uploads/2020/05/Revised-Annual-Professional-Development-Plan.pdf)in writing
	+ Develop within the first year of employment.
	+ Update and complete annually and place in the staff file.
* [**Staff Evaluation**](https://www.childcareawareky.org/wp-content/uploads/2019/09/Section-2-Director-Responsibilities-5-Sample-Evaluations.docx)in writing
	+ Director must assess staff person's interaction with children in care and classroom performance.
	+ Complete annually and place in the staff file.
* **First Aid/CPR Certification** (not required for all staff)
	+ At least 1 person on duty and present with the children must be currently certified in Infant and Child CPR and Infant and Child First Aid.
	+ If licensed for school-age children, at least 1 person on duty and present with the children must be certified in Adult CPR and Adult First Aid.
	+ [Approved First Aid and CPR Courses](https://tris.eku.edu/ece/pdfs/Approved%20First%20Aid%20and%20CPR%203-23-16.pdf)

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