



## Tip Sheet for Substitute Staff from Temporary Staffing Agency

Upon arrival at the licensed child care center for the first day of work, the staff from temporary agency must present for following qualifying documents:

- Completed DCC 500
- Completed DCC 501
- Final Registry Results\*
- Employment Authorization Form\*
- Out of state background CAN and Criminal if applicable\*
- Copy of their TB Skin Test or Physician's Statement verifying free from active Tuberculosis (within 2 years)
- High School Diploma, Transcript showing date of High School Graduation, GED, CCCC
- If employed more than 90 days, an ECE TRIS Report that reflects completion of Cabinet Approved Orientation
- **An ECE TRIS Report that reflects completion of Pediatric Abusive Head Trauma once every 5 years as well as 15 hours of Cabinet Approved training annually.\***
- Professional Development Plan (completed annually based on date of hire)
- Annual Evaluation (completed annually based on date of hire)

\*There is no need to run additional background checks through the NBCP. You can use the background checks provided by the temporary staffing agency.

The director or staff in charge must add the staff from the temporary agency to the staff schedule for the day.

The staff from the temporary agency would now be considered a "substitute" for the child care center. Remember each Type I center must have at least two fully qualified substitutes.

The center must maintain on file for review copies of the substitute staff's qualifying documents listed above for 5 years.

The date that the employee was hired by the temporary staffing company will be the "date of hire" used to determine annual professional development plans and annual evaluation.

\*Refer to Calculating Training Hours document for guidance on how to calculate the required training hours.

Child Care Regulations require that the director complete an annual evaluation on each employee. See 922 KAR 2:090 Section 10 (j). The director will have to complete an annual evaluation to assess interaction with children and classroom performance in addition to the annual evaluation provided by the temporary staffing agency.

Once a substitute from a temporary agency begins work at your center, they are considered your staff and must meet all licensing regulations and implement the center's policies and procedures.

If the substitute never works another day at the center, the director will simply record the date of separation or termination on the staff file.

If you "permanently hire" a staff from a staffing agency, a new application (background check) would need to be completed through NBCP under your center's license #.