

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

Background Checks

- Add the new applicant through KARES. Follow the steps [here](#) for guidance.
- Once complete, the applicant will get an email to schedule a fingerprinting appointment.
- Staff cannot be with children until they have been fingerprinted.
- Staff can be alone with children when results are returned and placed in the staff file.
- Staff must complete the [DCC 500](#), [501](#), and [Applicant Prescreening Form](#) prior to being entered into KARES
- Obtain a copy of their ID prior to entering them into KARES.
- Email CHFSDCCNBCP@ky.gov to inquire about out-of-state background check requirements if a staff has lived outside of KY in the past 5 years.

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](#) within the first 3 months of employment
 - 1.5 hours of [Pediatric Abusive Head Trauma \(PAHT\) Training](#) within the first year of employment and every 5 years

[ECE TRIS Account](#) - There are two scenarios:

1. Staff is not in TRIS yet
 - [Register online](#) for an ECE Account.
1. Staff is in TRIS from previous employer
 - Fax or mail [Personal Information Form](#) to TRIS.

[Professional Development Plan](#) in writing

- Develop within the first year of employment.
- Update and complete annually and place in the staff file.

[Staff Evaluation](#) 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](#)
- Every staff member must receive training (not certification) on first aid and CPR.