



### Certified Family Child Care Provider Record

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Role in Center \_\_\_\_\_ Provider \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ (last 4 digits)

Date of Hire or date of Re-Hire \_\_\_\_\_

Results Registry \_\_\_\_\_ Date of Fingerprint Scan \_\_\_\_\_ First Day of Work/Residing in Home \_\_\_\_\_

Note: The fingerprint scan for the assistant must be completed before the first day of work in the center. For new adults who move into the home, the background checks must be submitted within the first 30 days of residence.

\_\_\_\_ Completed Employer Authorization Form on file (Maintain a copy of this form for review)

\_\_\_\_ DCC 500 on file (Maintain a copy of this form for review and upload into NBCP)

\_\_\_\_ DCC 501 on file (Maintain a copy of this form for review and upload into NBCP)

Out of state background check needed Yes No (Maintain a copy of these checks and upload into NBCP)

For staff under the age of 18: Central Registry Check completed on \_\_\_\_\_

If applicable, temporary name-based documentation on file through 2022: 1) Central Registry Check Completed on \_\_\_\_\_

2) Administrative Office of the Courts or KSP Check Completed on \_\_\_\_\_

TB Skin Test Date Completed \_\_\_\_\_ Date to Be Renewed \_\_\_\_\_

First Aid Certification Date Completed \_\_\_\_\_ Date to Be Renewed \_\_\_\_\_

CPR Date Completed \_\_\_\_\_ Date to Be Renewed \_\_\_\_\_

**ECE Training Record for Provider** (condensed version) printed and maintained on file for review includes:

*First Year: 6 hours total*

- 6-Hour Cabinet Approved Orientation Training Date Completed \_\_\_\_\_

*Second Year: 9 hours total to be completed between July 1 – June 30*

- Pediatric Abusive Head Trauma Training Date Completed \_\_\_\_\_
- Early Care and Education Hours Date Completed \_\_\_\_\_
- Additional Early Care and Education Training Hours Date Completed \_\_\_\_\_

**Plan for Annual Cabinet Approved Training:** Each provider will obtain Orientation Training within 3 months of applying for certification. Starting July 1 – June 30 the 2<sup>nd</sup> year and each year after, the provider will obtain 9 hours of Cabinet approved early care and education training annually. This includes Pediatric Abusive Head Trauma Training to be completed in the 2<sup>nd</sup> year and every 5 years after. Training can be taken in-person, online, or via videoconference and will be posted on ECE TRIS for review.

**Education:** Check one:

\_\_\_\_ High School Diploma

\_\_\_\_ GED

\_\_\_\_ College Degree

\_\_\_\_ Transcript with date of graduation from high school or college

\_\_\_\_ Current Commonwealth Child Care Credential

Date of annual driver's history report (if you transport children): <https://secure.kentucky.gov/dhronline> \_\_\_\_\_