

Background Checks

- Adult staff must complete the DCC 500, 501, and Applicant Prescreening Form prior to being entered into KARES
- Obtain a copy of staff ID prior to entering them into KARES.
- 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 background check results are returned.
- 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-hour [Orientation Training](#) within the first 3 months of employment in early childhood in KY
 - 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 not in TRIS
 - [Register online](#) for an ECE Account.
2. Staff is in TRIS from previous employer
 - Staff log into TRIS. Click Manage My Personal Information. Update current employer and hire date.

[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.