



Tip Sheet for Hiring Staff Under Age 18

Proof of Current Enrollment in an Educational Setting:

___ Documentation on letterhead stating the individual is currently enrolled in secondary education.

**Document should be updated annually*

Background Check Requirements:

___ [Parental Authorization to Complete Comprehensive Background Check](#)

___ Identification: a copy of driver's license, passport, official birth certificate, or state ID card

___ [DCC 500](#) and [DCC 501](#)

___ [Applicant Prescreening Form](#) *recommended, not required*

Required Documents:

- Verification of Education
- Training (*Orientation, Pediatric Abusive Head Trauma, and additional hours to equal 15 hours annually*)
- TB skin test or statement from a health care professional that they are free of active TB (*prior to employment and every 2 years*)
- Proof of ID (*a copy of an official birth certificate or passport*)
- Professional Development Plan
- Staff Evaluation
- CPR/FA Certification or CPR/FA Training
- Work Schedule
- Parent Authorization Form
- DCC 500 and 501
- Employment Authorization Form and Final Registry Results

Helpful Tips:

- Label staff file as "Under 18 Employee"
- Create a job description highlighting the following:
 1. Employee is under the age of 18 and is never to be left alone with a child/ren at any time
 2. Duties and responsibilities while working with a qualified staff person

Reminders:

- Staff can be left alone with children when they are 18 years of age and have met the documentation requirements of a qualified staff member.