

Child Care Centers Certification Inspection Instrument Worksheet 1
Child Care Staff Data Sheet (Renewal)



Facility:	Name:	Name:	Name:	Name:
PCID:	(Circle One) Director GS AGS AIDE Volunteer Facility Person	(Circle One) Director GS AGS AIDE Volunteer Facility Person	(Circle One) Director GS AGS AIDE Volunteer Facility Person	(Circle One) Director GS AGS AIDE Volunteer Facility Person
Provisional Hire Waiver: Y N Date:	Work Hours:	Work Hours:	Work Hours:	Work Hours:
Inspection Date:	Room/Location:	Room/Location:	Room/Location:	Room/Location:
Certification Rep:				
Required Information: §3270.33; §3270.35; §3270.36; §3270.37				
Date of Hire / First day caring for children				
Employee address in record §3270.192(1)	Y N	Y N	Y N	Y N
Out-of-state clearances required	Y N	Y N	Y N	Y N
Date of birth §3270.192(2)(i)	done			
Date: Disclosure statement §3270.192(4)	54 years new always			
Provisional Hire Waiver Only				
Request date – State Police Clearance §3270.192(4)/§3270.32(a)				
Request date – Child Abuse Clearance				
Date: Employee fingerprinted				
Request date – NSOR				
45-day provisional hire end date				
Suspend date / Return date				
	PREVIOUS MOST RECENT	PREVIOUS MOST RECENT	PREVIOUS MOST RECENT	PREVIOUS MOST RECENT
Date: State Police Clearance	54 years			
Date: Child Abuse Clearance	54 years			
Date: FBI Clearance	54 years			
Date: NSOR Certificate	54 years			
Date: Mandated reporter training	54 years			
Date: Health assessment §3270.192(3)/§3270.151(c)(1)	2 years			
Mantoux test read/results (circle one) §3270.192(3)/§3270.151(c)(2)	POS NEG Date: once	POS NEG Date:	POS NEG Date:	POS NEG Date:
Signature of MD/CRNP/PA §3270.151(b)	Y N	Y N	Y N	Y N
Proof of qualifications on file §3270.192(2)(ii)	Y N	Y N	Y N	Y N
Level of education and years of experience §3270.192 (2)(ii)/(iv)	done			
Two written nonfamily references §3270.192(5)	Y N	Y N	Y N	Y N
Date: Pediatric first-aid / CPR training §3270.31(e)(4)(i)/§3270.31(f)(10)	2 years			
12 hours of annual professional development §3270.31(e)	1 year N (2nd year)	Y N	Y N	Y N
Date: CCDBG health and safety professional development ¹ §3270.31(f-g)	54 years			
	PREVIOUS MOST RECENT	PREVIOUS MOST RECENT	PREVIOUS MOST RECENT	PREVIOUS MOST RECENT
Date: Staff evaluations §3270.34(a)(6)	1 year			
Date: Emergency plan training §3270.27(c)	1 year			
Date: Fire safety training §3270.31(e)(4)(ii)	1 year			
Date: Water safety training §3270.31(e)(4)(iv)/ §3270.115(8)				

¹ CCDBG health and safety professional development shall be completed withing 90 days of hire for new staff persons and by June 17, 2021 for current staff persons hired as of December 19, 2020