



Tip Sheet for New Hire

- **National Background Check Program (NBCP)** and if applicable out of state check
 - Staff member may be employed or work with children on a probationary basis, pending on completion of background check.
 - Staff may not be left unsupervised with a child in care pending the completion of the background check.
 - Must be submitted for approval on or before the first day of work. Keep a copy of the live fingerprint scan form that was submitted.
 - Use NBCP check and state of residence background check for staff hired who have lived outside of Kentucky in the past 5 years.
- **TB skin test** or physician's statement indicating the staff is free from TB
 - The first day a staff is at work, a TB Skin Test or health professional's statement must be on file for review.
 - Every two (2) years, the adult shall provide negative tuberculin results or health professional's statement documenting that the adult is free of tuberculosis.
- **High school diploma, GED or CCCC**
 - The first day a staff is at work, the child care center must have verification of education.
- **6 hours of orientation training** within the first 3 months of employment
 - <https://learn.hdi.uky.edu/course/early-childhood-orientation-online-ecool/> online training
 - Face to face orientation training can be found by searching on the TRIS Calendar
- **Pediatric abusive head trauma (PAHT) training** within first year of employment
 - Required every 5 years
- **Professional Development Plan**
 - Each child care center must have a plan for staff development. The plan should be in writing and must be developed within the first year of employment. Also, the plan must be updated and completed annually.
 - Copy of PD plan can be found on Kentucky Partnership Tips and Tools website
- **Staff Evaluation**
 - "A director shall assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation."
 - The director must assess each staff person in an annual (yearly) written performance evaluation. The evaluation must include:
 - 1) Assessment of the individual's interaction with children
 - 2) Classroom performance
 - Copy of Staff Evaluation can be found on Kentucky Partnership Tips and Tools website
- **First Aid/CPR Certification** (need staff approved for CPR/First Aid on duty and present with the children at all times)
 - Certification in Infant and child CPR and first aid is required for all infant, toddlers or preschool age children.
 - Certification in adult CPR and first aid is required for any program that cares for school age children.