



Tip Sheet Sharing Staff within Company

If the “licensee” owns multiple child care facilities (for example, the YMCA) staff would be able to work any location. A complete personnel file for each staff must be available for review at each location. It is recommended that you take a copy of your staff file to the location where you will be working temporarily instead of removing your official staff file from the center.

- Completed DCC 500
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- Final Registry Results*
- Employment Authorization Form*
- Out of state background CAN and Criminal if applicable*
- Copy of their TB Skin Test or Physician’s Statement verifying free from active Tuberculosis (within 2 years)
- High School Diploma, Transcript showing date of High School Graduation, GED, CCCC
- If employed more than 90 days, an ECE TRIS Report that reflects completion of Cabinet Approved Orientation
- If employed one year, an ECE TRIS Report that reflects completion of Pediatric Abusive Head Trauma once every 5 years as well as 15 hours of Cabinet Approved training annually
- Professional Development Plan (completed annually based on date of hire)
- Annual Evaluation (completed annually based on date of hire)

*There is no need to run additional background checks through the NBCP. You can use the background checks provided by the “home center.”

It is best practice to include a copy of the NBCP roster from the home center that verifies the staff listed as an employee. This makes the process for review much easier for the DRCC Surveyor.

The director or staff in charge must add the staff to the staff schedule for the day.

The date that the employee was hired by the licensee will be the “date of hire” used to determine required training (copy of ECE TRIS Staff Record), annual professional development plans and annual evaluation.

Staff from other centers owned by the licensee who are filling in temporarily at your center are considered your staff and must meet all licensing regulations and implement the center’s policies and procedures.

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