

FCCH Additional Caregiver and Substitute File Checklist

Name of FCCH Operator: _____ Date of Employment: _____

The following items must be present in the Additional Caregiver or Substitute file, except for items marked (*) which are only required for FCCHs meeting voluntary enhanced standards.

Item	Due Date	Date Received/ Completed
<input type="checkbox"/> Verification of age – 21 years-old (Emergency Provider -18)	Day 1	
<input type="checkbox"/> Copy of HS Diploma or GED (< 5 hrs. exempt , but must be literate)	Day 1	
<input type="checkbox"/> Orientation (16 hours) (Required for volunteers too)	Prior to employment or caring for children	
<input type="checkbox"/> Tuberculin (TB) Test	Day 1	
<input type="checkbox"/> Health Questionnaire	Prior to employment and annually	
<input type="checkbox"/> First Aid Training Certificate	Prior to employment Renew before expiration date	
<input type="checkbox"/> CPR Certification	Prior to employment Renew before expiration date	
<input type="checkbox"/> CBC Qualifying Letter (Emergency Provider)	Prior to employment & every 3 years	
<input type="checkbox"/> Recognizing and Responding to Suspicions of Child Maltreatment training	Within 90 days of employment	
<input type="checkbox"/> Health and Safety Training (substitute providers working < 10 days in a 12 month period are exempt)	Within 12 months and every 5 years	
<input type="checkbox"/> Emergency Medical Care Plan (EMC) Review	Review annually & whenever plan is revised	
<input type="checkbox"/> Additional Caregiver review of EPR Plan; Substitutes informed of EPR Plan and Location (Required for volunteers, too)	Prior to employment and annually	
<input type="checkbox"/> ITS-SIDS Training (if applicable)	Prior to employment and every 3 years	
<input type="checkbox"/> On-going training (Additional caregivers working <5 hours a week are exempt)	2d year of employment and annually	
<input type="checkbox"/> Prevention of shaken baby syndrome and abusive head trauma policy review	Prior to employment-	
<input type="checkbox"/> Professional Development Plan	Within 12 months and annually	