

ECEAP Personnel Records Review

	Documentation	What we look for
For all staff	Qualifications for job role (C-7-12)	Copies or originals of diploma, transcript, or certificates that document required degrees, credit, or hours.
	Orientation Records (C-21)	New staff receive orientation. Orientation includes: <ul style="list-style-type: none"> • ECEAP goals and philosophy. • ECEAP Performance Standards. • Management policies. • Personnel policies. • Job description. • Privacy and confidentiality requirements
At time of hire, for staff hired after 6/30/06	Tuberculosis clearance (C-2)	Documentation of a one-step Mantoux tuberculosis (TB) skin test, or written proof of <u>one</u> of the following: <ul style="list-style-type: none"> • Negative Mantoux TB test in the 12 months prior to hire, • Medication therapy to treat TB, or • A recent negative chest x-ray and a statement from a health care provider that the employee does not pose a risk to others.
	Reference Checks (C-2)	Reference checks were done.
For provisionally-hired staff	Professional Development Plans (PDPs) (C-4)	<ul style="list-style-type: none"> • Signed • Plan to complete within 5 years of appointment • Lists courses or workshops needed • Annual benchmarks of at least 1/5 of requirements • Schedule for observations and mentoring • Observation notes beginning 7/1/06 • Mentoring notes beginning 7/1/06 • Annual evaluation and update of PDP • Proof of completed courses & workshops
For staff with unsupervised contact with children	Criminal history background clearance (C-2)	Copy of clearance notification. This can be a print-out from WATCH, a letter from child care licensing, or an official stamp of clearance on the application...
For staff working with children	First Aid (C-21)	Copy or original of a current basic first aid card or certificate.
	CPR (C-21)	Copy or original of a current basic CPR card or certificate, specifying infant/child CPR
	Disaster and emergency training (C-21)	Documentation such as a training log, copy of sign-in sheet, or certificate, etc.
	Universal precautions training (C-21)	Documentation such as a training log, copy of sign-in sheet, or certificate, etc.
	Child abuse and neglect training (C-21)	Documentation such as a training log, copy of sign-in sheet, or certificate, etc. Includes preventing, identifying, and reporting child abuse and neglect
For lead teachers and family support specialists	15 hours professional development per year (C-21)	Training log, copy of sign-in sheet, certificate, etc. Can include online courses, but not one-on-one mentoring. Ongoing training was required before 2006; the 15-hour requirement begins 7/1/06 .
For staff who prepare full meals and at least one staff per classroom	Washington State Food Workers card (C-21, D-14)	Current food workers' card.