***Documents and Forms for Employees***

1. Complete Mandated Reporter online: <https://mandatedreporterca.com/>
2. CPR/First Aide (State requires only 1 adult on premises to be certified)

<https://emsa.ca.gov/childcare_provider1/>

1. TB, DTAP, Flu (proof or waiver)
2. Employee Rights: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9052.pdf>
3. Live Scan and Fingerprints

<http://www.cdss.ca.gov/inforesources/Community-Care/Caregiver-Background-Check/LiveScan>

***102416 PERSONNEL REQUIREMENTS 102416***

\***The licensee shall provide each employee with a copy of the Notice of Employee Rights**

**(LIC 9052)**

(1) Each employee shall be requested to sign and date the notice form acknowledging receipt.

(2) A copy of the signed notice form shall be retained in the employee's personnel record.

(3) The licensee and other personnel as specified shall complete training on preventive health practices, including pediatric cardiopulmonary resuscitation and pediatric first aid, pursuant to Health and Safety

***Prior to employment or initial presence in the child care home, all employees and volunteers subject to a criminal record review shall: Lic 9182, 508, 9108,***

1. Obtain a California clearance or a criminal record exemption as required by law or Department regulations or
2. Request a transfer of a criminal record clearance as specified in Section 102370(j) or
3. Request and be approved for a transfer of a criminal record exemption, as specified in Section unless, upon request for a transfer, the Department permits the individual to be employed, reside or be present at the facility.

***Personnel records shall be maintained on each employee and shall contain the following information:***

* Employee's full name.
* Driver's license number if the employee is to transport children.
* Date of employment.
* Date of birth.
* Current home address and phone number.
* Documentation of completion of training on preventative health practices as required by Section 102416(c).
* Past experience, including types of employment and former employers.
* Duties of the employee.
* Termination date if no longer employed.
* A signed and dated copy of the Notice of Employee Rights ***[LIC 9052***, (Rev. 03/03)] as required by Section 102416(a) and Section 102417.
* A signed statement regarding their criminal record history as required by Section 102370(c).
* Documentation of either a criminal record clearance or a criminal record exemption as required by Section 102370(d).
* All personnel records shall be kept for at least three years following termination of employment/volunteer work.
* All personnel records shall be maintained at the child care home and shall be available to the licensing agency for review.