

Staff File Checklist

Employee's Name: _____ **Date of Hire:** ___/___/___

Position: _____ **Age Group:** _____

PRELIMINARY HIRING DOCUMENTS

Document	Date Received
Employment Application	
Signed ACSI Statement of Faith & Code of Conduct	
Previous Employment References	
Signed Contract, acknowledging receipt of Employee Policies & Procedures	

PERSONNEL FILE REQUIREMENTS

Document	Date Received
DCF Clearinghouse Eligible Results Letter	
If, awaiting out-of-state criminal history results, 45-day Provisional Hire Letter	
Out-of-state Child Abuse & Neglect Registry Letter (if lived outside FL previous within 5 years)	
Out-of-state Sexual Offender/Predator Registry Letter (if lived outside FL previous within 5 years)	
Signed Attestation of Good Moral Character (CF-FSP 1649A, July 2024)	
Signed Child Abuse & Neglect Mandated Reporter (CF-FSP 5337, May 2017, annually)	

TRAINING REQUIREMENTS

Document	Date Verified
Current DCF Transcript, verifying: <ul style="list-style-type: none"> • Start of DCF 40 hr. Trainings w/in 90 days of hire • Completion w/in 1 year • Completion of 5 Hr. Literacy Requirement • School Age Training (if applicable) 	(____/____/____) (____/____/____) (____/____/____) (____/____/____)

<ul style="list-style-type: none"> • Safe Sleep Training (if applicable) • Transportation Training (if applicable) • Staff Credential (if applicable) • Director Credential (if applicable) 	
Current CPR/1 st Aid Certification (within 1 year of hire)	
Blood Borne Pathogens Training Documentation (within 1 year of hire)	
Fire Extinguisher Training (within 30 days of hire)	
Documentation of Emergency Care Plan/Medication Administration Training (if applicable)	
For Drivers	
Document	Date Expired
Florida Driver's License	
Annual Driver's Physical Examination	
CPR/1 st Aid Certification	
ANNUAL IN-SERVICE TRAINING (Min. Of 10 hours July1- June 30) (2 years of trainings kept in current file)	
Type of Training	Date Verified
2-Hours Biblically Integrated Trainings	
8-Hours (Concentration on children ages birth through 12)	
ADDITIONAL DOCUMENTS	
Document	Date Conducted
Annual Observations/Evaluations	