

Standard 4 in the REACH Manual states that all personnel, including volunteers and substitute teachers, have appropriate screening and background checks on file.

1. Licensed Programs—if you already have a form through your state licensure, you do NOT need to complete this form. You will supply the state form.
2. Exempt Programs— if your program is exempt from licensure in your state, you will need to complete this form. Enter the date of completion in each appropriate cell. If an individual is in the process of completing a requirement, then place “IP” (“In Progress”) in the appropriate cell. You will supply this form **in the self-study**.
3. Please include all hired personnel at your center—director, teachers, assistants, nurses, secretaries, cooks, bus drivers, etc.

Program Name	Address	Date

List all staff	Hire Date	Age 18 or Over	State Check	FBI/ Fingerprint Check	Child Abuse	References Checked	Other Required by Your State
	Director						
Staff							
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