

**Child Care Centers Certification Inspection Instrument Worksheet 1  
Child Care Staff Data Sheet (Renewal)**



<b>Facility:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>				
<b>PCID:</b>	<b>General Requirements for Facility Persons §3270.33</b>							
	(Circle One) Director GS Facility Person	(Circle One) Volunteer AGS Aide Facility Person	(Circle One) Director GS Facility Person	(Circle One) Volunteer AGS Aide Facility Person	(Circle One) Director GS Facility Person	(Circle One) Volunteer AGS Aide Facility Person	(Circle One) Director GS Facility Person	(Circle One) Volunteer AGS Aide Facility Person
<b>Inspection Date:</b>	<b>Work Hours:</b>	<b>Work Hours:</b>	<b>Work Hours:</b>	<b>Work Hours:</b>				
<b>Certification Rep:</b>	<b>Room/Location:</b>	<b>Room/Location:</b>	<b>Room/Location:</b>	<b>Room/Location:</b>				
Date of Hire / First day caring for children								
Date of birth §3270.31(a)(b)(c)/ §3270.192(2)(i)								
Employee address in record §3270.192(1)	Y N	Y N	Y N	Y N				
Out of State Clearances Required? <i>Required if resided outside of PA w/in past 60 months. If yes, see Out of State Addendum.</i>	Y N	Y N	Y N	Y N				
<b>Requested Clearance Tracking, if applicable</b>	<b>*Complete requested section only if staff was hired provisionally during previous year</b>							
Date: fingerprinted for DHS FBI or State Police requested (whichever is incomplete)								
Date: NSOR Requested								
45-day provisional hire end date								
Suspend date / Return date								
<b>Received PA Clearance Tracking</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>
Date: State Police Clearance								
Date: Child Abuse Clearance								
Date: DHS FBI Clearance								
Date: NSOR Certificate								
Date: Disclosure statement								
<b>Additional Required Paperwork</b>								
Date: Health assessment §3270.192(3)/§3270.151(c)(1)								
Mantoux test read/results (circle one) §3270.192(3)/§3270.151(c)(2)	POS Date:	NEG	POS Date:	NEG	POS Date:	NEG	POS Date:	NEG
Signature of MD/CRNP/PA §3270.151(b)	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Education and Experience §3270.34/ §3270.34/ §3270.35/ §3270.36/ §3270.37/ §3270.192(2)(ii)(iv)								
Two written nonfamily references, §3270.192(5)	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
<b>90 Day Pre-service Trainings: §3270.14/ §3270.21 completed prior to working alone with children</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>
Date: Pediatric first-aid / CPR training §3270.31(e)(4)(i)/ §3270.31(f)(10) <i>*Approved training and PQAS instructor</i>								
Date: Mandated reporter training §3270.32(a)								
Date: Health and Safety (CCDBG) training §3270.31(f-g)								
Date: Health and Safety (CCDBG) Update, if applicable §3270.14/ §3270.21								
<b>Annual requirements</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>CURRENT</b>
Date: Staff evaluations §3270.34(a)(6)								
Date: Emergency plan training §3270.27(c) volunteers only: §3270.14/ §3270.21 at hire, annually, & time of update								
Date: Fire safety training §3270.31(e)(4)(ii)								
Date: Water safety training §3270.31(e)(4)(iv)/ §3270.115(8) if applicable								
12 hours of annual PD §3270.31(e)	Y N	Y N	Y N	Y N	Y N	Y N	Y N	

§ 3270.32(a) / § 3270.192(4)

<b>Out of State Clearances</b>	<b>Name:</b>		<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	
Date of Hire / First day caring for children								
State(s) resided within past 60 months								
<b>Requested Out of State Clearance Tracking, if applicable</b>	*Complete this section only if staff was hired provisionally during previous year							
Date: Out of State Sex Offender Registry Request								
Date: Out of State Criminal History Request								
Date: Out of State Child Abuse & Neglect Registry Request								
<b>Received Out of State Clearance Tracking</b>								
Date: Out of State Sex Offender Registry								
Date: Out of State Criminal History								
Date: Out of State Child Abuse & Neglect Registry								
Note: Some states may not require a separate clearance for each requirement.								