

Personnel Chart Table of Contents

*Job Application/Personnel Record (Lic 501)

*Health Screening Report (LIC 503)

*TB Clearance

*Fingerprint Clearance/Transfer Request

*Current Driver's License or Photo ID for each staff member

*First Aid & CPR Certification

*Direct Care Staffing Training Checklist (On-site-Orientation)

*Continuing Education Verification

*Level 2- 8 hours each consecutive 12 month period from assumption of duties.

*Level 3-12 hours each consecutive 12 month period from assumption of duties.

*Level 4, 5, 6- 12 hours each consecutive 12 month period from assumption of duties.

*DSPT Certification Verification

*Year 1

*Year 2

*Crisis Prevention Intervention Certification as needed per program design

*Administrator Certificate