

MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care
CHILD CARE FACILITY PERSONNEL LIST/STAFF CHANGE FORM

Complete and return page 1 of this form to the Regional Office of Child Care (OCC) with the Application for a Child Care Center License/Letter of Compliance (OCC 1200) or with the Request for Continuing License/Letter of Compliance (OCC 672). Please list **all** facility personnel, whether paid or unpaid, and include volunteers who work at the facility on a routine basis. (*see position titles below)

If you are reporting a staff change, complete and return all of page 1 and page 2 (for new); or the top and bottom portion of page 1 and all of page 2 (for existing staff) to the Regional Office of Child Care, within 5 working days.

Name of Facility: _____ **Telephone #:** _____

Address: _____ **E-Mail Address:** _____

PLEASE PRINT OR TYPE

NOTE: Completion of items in shaded columns is optional for partially exempt facilities and Letter of Compliance facilities.

Name of Staff Member	Position*	Hire Date w the Operator	Age Of Group	Orientation Date	Date Criminal Background Check Received				Notarized Release Of Information		Date of Medical Report	Date of Emergency Prep	Date of Medication Admin	Date First Aid Expires	Date CPR Expires	Date Approved By OCC For Position	Continued Training Hours	
					MD	OCC √	FBI	OCC √	Date Submitted	OCC √							Core of Knowledge	Elective

* Position Title: Operator, Director, Teacher, Assistant Teacher, Aide, Food Service Worker, Clerical Worker, Driver, Custodian, Substitute and/or Volunteer

Signature of Operator or Director

Date

Please return this completed form to the Regional Office of Child Care at: _____
 (STAMP or mailing address)

ADDITIONAL STAFF MEMBER CHANGE INFORMATION – FACILITY NAME:

Complete this section if change information is being reported. (i.e. new staff, deleting an existing staff, staff position change). Page 1 must be submitted with page 2.

Name of Staff Member	Type of Change			Transferring from another facility in Maryland?			
	Add Date	Delete Date	Other change (please explain, i.e. hours, position, age of group)	No	Yes	Name and County of previous facility	Date left

- PLEASE NOTE:** Notification of New Staff – An operator shall:
- (1) Within 5 working days of adding a new employee or staff member, provide to the Office:
 - (a) Written notification of the individual’s addition to the center staff;
 - (b) Information about the individual’s work assignment; and
 - (c) A signed and notarized permission to examine records of abuse and neglect of children and adults for information about the individual; and
 - (2) Within 15 working days of adding the new employee or staff member, provide to the office:
 - (a) If applicable, documentation that the individual meets the requirements of this chapter for the assignment, unless documentation already is on file in the office, and
 - (b) If the individual is paid by the center operator, proof of compliance with the laws and regulations pertaining to criminal background checks.

Signature of Operator or Director ----- Date -----