



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Child Development Facility: _____ Date: _____

Center Staff and Volunteers Information - Pursuant to 5-A DCMR, Chapter 1, Child Development Facilities: Licensing and Compliance Unit

Division of Early Learning

	Administrative Information for Staff and Volunteers:	Center Staff and Volunteer Name		
		Staff	Staff	Staff
O U T O F S C H O O L T I M E C E N T E R D I R E C T O R	Name of Staff -			
	Date of Birth -			
	Job Title -			
	Date of Hire -			
	Years of Experience -			
	Qualification: 173.3 (a) - Have earned a bachelor's or more advanced degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation, with a major in education, child and positive youth development, or early special Education.			
	173.3 (b) - Have earned a bachelor's or more advanced degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation, and have at least one (1) year of supervised occupational experience working with school age children under the age of fifteen (15) years in a duly authorized school or camp, a licensed Child Development Center, or the equivalent.			
173.3 (c) - Have earned an associate's or more advanced degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation, with a major in education or child and positive youth development, and have at least one (1) year of supervised occupational experience working with school age children under the age of fifteen (15) years in a duly authorized school or camp, a licensed Child Development Center, or the equivalent.				



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	Administrative Information for Out of School Time Staff:	Out of School Time Center Staff and Volunteer Name		
		Staff	Staff	Staff
GROUP LEADER	Name of Staff -			
	Date of Birth -			
	Job Title -			
	Date of Hire -			
	Years of Experience -			
	Qualification: 174.2 (a) - . (a) Have earned, an associate's or more advanced degree from an institution accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation, with a major in education or child and youth development;			
	174.2 (b) - (b) Have earned at least forty-eight (48) semester credit hours, or its recognized equivalent, from an institution accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation, of which at least nine (9) semester credit hours, or its recognized equivalent, shall be in child and youth development, and have at least six (6) months of supervised occupational experience working with school age children under the age of fifteen (15) years at a duly authorized school or camp, a licensed Child Development Center, or the equivalent.			
174.2 (c) - (c) Have earned a high school diploma or its equivalent, and have at least one (1) year of supervised occupational experience working with school age children under the age of fifteen (15) years at a duly authorized school or camp, a licensed Child Development Center, or the equivalent.				

(Rev. 10/2019)



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		Staff	Staff	Staff
A S S I S T A N T G R O U P L E A D E R	Name of Staff -			
	Qualification: 175.2 - Have earned at least a high school diploma or its equivalent, and have at least six (6) months of supervised occupational experience working with school-age children of under the age of fifteen (15) years at a duly authorized school or camp, licensed Child Development Center, or an equivalent entity.			
	174.2 (b) - (b) Have earned at least forty-eight (48) semester credit hours, or its recognized equivalent, from an institution accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation, of which at least nine (9) semester credit hours, or its recognized equivalent, shall be in child and youth development, and have at least six (6) months of supervised occupational experience working with school age children under the age of fifteen (15) years at a duly authorized school or camp, a licensed Child Development Center, or the equivalent.			
	174.2 (c) - (c) Have earned a high school diploma or its equivalent, and have at least one (1) year of supervised occupational experience working with school age children under the age of fifteen (15) years at a duly authorized school or camp, a licensed Child Development Center, or the equivalent.			

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		Staff	Staff	Staff
	Name of Staff -			
	Photo ID			
GENERAL INFO	I.D. Food Protection Mgr. Certificate – Expiration Date			
	Date of Health Exam (mo/day/year)			
	Date of TB Test Results (mo/day/year)			
	Employee Health Info. Form (X)			
	Employee Hiring Form (X)			
	First Aid & CPR Certification - Expiration Date			
	Suitability – Expiration Date			
	Child Protection Registry Date			
	Drug and alcohol testing results – Date (New Hires)			
	Sudden Infant Death Syndrome (SIDS) Training			
	Mandatory Health and Safety Trainings			
	Additional Professional Development Hours			
Resume				

(Rev. 10/2019)