



OFFICE OF THE STATE
SUPERINTENDENT OF EDUCATION

Facility Name: _____ License Number: _____

Staff Name: _____

New Staff Documentation Checklist

Create a staff record for the new staff and upload the applicable required documents in Division of Early Learning Licensing Tool (DELLT) Staff Tab:

- Completed Office of the State Superintendent of Education (OSSE) employee appointment, hiring, separation form (signed and dated)
- Copies of legible educational credentials (e.g., diplomas, degree, transcripts, certifications, etc.)
- Coronavirus (COVID-19) vaccination card OR exemption letter approved by facility
- Copy of Social Security Number (SSN) or Individual Tax Identification Number (ITIN) card
- Current photograph (e.g., state-issued photo ID)
- Resume
- Letters of reference
- Job description
- Fieldprint appointment email
- Child Protection Registry (CPR) application only (if you have the CPR results letter upload it in the Compliance Tab in the Criminal Background Check section)
- Current Health Certificate completed on OSSE Health Form
- Employee Health Information Form
- Evidence of completed pre-employment drug testing results
- First Aid/CPR and Sudden Infant Death Syndrome (SIDS) certifications (infant care)
- Verification of orientation (facility's policies and procedures and the employee's duties and responsibilities)
- Offer letter or contract (signed and dated) (*required only for staff in roles at facilities participating in the Early Childhood Educator Pay Equity Fund who are eligible for the minimum salary requirement*)

Center Director/Provider: _____ **Date:** _____

Please sign to acknowledge all required documentation has been verified and uploaded in DELLT.