

Ohio Department of Job and Family Services
EMPLOYEE RECORD CHART FOR CHILD CARE

Program Name		Left Column: Date Right Column: Compliance Code I - In Compliance O - Out of Compliance NA - Not Applicable PV - Previously Verified NV - Not Verified														Hours of Operation From: _____ To: _____ From: _____ To: _____				Days of Operation Months of Operation From: _____ To: _____								
License Number		Date of Onsite																										
Name <small><i>(List all persons at the center/home)</i></small>	OPIN #	Date of Hire	Start Date <small>(if not hire date)</small>	Role	Hours <i>(start and end times)</i> and Days							Education Verification	Medical Statement	Staff Orientation	JFS 01176 on file	Drives children? (Y/N)	Driver Training	Driver's License	Expiration Date of Training					Prof. Dev. (# of hours)				
					M	T	W	R	F	S	S								First Aid	CPR	MCD	CA/N <small>(6 or 3)</small>	CA/N (1)					
<small>Administrator (CDA exp date or promoted from within qualifications due, if applicable)</small>				<small>Date Administrator Training Due/Completed</small>					<small>Administrator #2 (CDA exp date or promoted from within qualifications due, if applicable)</small>					<small>Date Administrator Training Due/Completed</small>					<small>Administrator #3 (CDA exp date or promoted from within qualifications due, if applicable)</small>					<small>Date Administrator Training Due/Completed</small>				

Name	Field Name	Finding