

RULE GUIDANCE

Staff Records

LICENSE TYPE AND RULES

Certified Child Care Center (CC)

OAR 414-300-0060(1)(c): The operator shall keep all records, except those specified in OAR 414-300-0060(1)(d)(F) and 414-300-0205(7)(a), for at least two years, and staff and children's records for two years after termination of employment or care. These records shall be available at all times to OCC:

Personnel record for each staff, which shall include:

- (A) Name, address and telephone number of staff;
- (B) Position in center;
- (C) Written verification (such as transcripts, payroll records, time sheets, documented resumes, notes regarding telephone conversations, etc.) that the person possesses the qualifications for the position;
- (D) Verification that the staff is currently enrolled in the Central Background Registry;
- (E) Statement of the staff's duties;
- (F) Record of current health-related training, such as CPR, Life Support, Life Saving, and First Aid, and current food handler certifications, as appropriate;
- (G) Driving record, driver's license number and expiration date if the person is to transport children; and
- (H) Documentation of dates and participation in orientation, training, and staff development activities, as required in OAR 414-300-0120.

WHY THESE RULES ARE IN PLACE

The intent of these rules is to verify that the director made the effort to ensure their staff met Office of Child Care (OCC) staff qualification requirements before placing them in the classroom. There are multiple ways a director can show this to OCC licensing specialists.

HOW THIS MAY LOOK IN YOUR PROGRAM

Rule Section	Guidance
(A) Name, address and telephone number of staff	As long as this information is written somewhere in the staff file on any document, it is acceptable. Examples may include: resume, employment application, emergency contact form, staff file cover sheet
(B) Position in center	As long as this information is written somewhere in the staff file on any document, it is acceptable. Examples may include: employment application, job description.
(C) Written verification	Such as transcripts, payroll records, time sheets, documented resumes, notes regarding telephone conversations, etc. that the person possesses the qualifications for the position;



Rule Section	Guidance
	<p>As long as the program shows evidence that they have verified that the staff member is qualified for the position that they are filling, it is acceptable.</p> <p>Examples of evidence may include: resume, CDA certificate, degree certificate or Oregon Registry Online (ORO) step verification certificate:</p> <ul style="list-style-type: none"> • If transcripts are used, qualifying classes should be highlighted and the credit hours should be totaled. The college credits need to be in the specific areas mentioned in the rule book. • If payroll records or time sheets are used: the number of working hours should be totaled and easy to verify, and should clearly show the required 1500 hours of qualifying teaching experience. • If reference checks/notes regarding telephone conversations are used, there should be a statement that the facility called past employers and verified the position and length of employment with dates of employment and the position held written in the statement. The name of the person the reference check was conducted with can also be noted, as well as hours the staff members worked and the ages of the children they worked with. • If a degree/transcript/experience is from a different country, it might be accepted as long as the experience appears to be with the same age group an employee will be working with. Degree/transcripts can be sent to ORO for verification or for getting a step assigned. • Additionally, TA form TA-814 (PR-0197) can be used.
<p>(D) Verification that the staff is currently enrolled in the Central Background Registry</p>	<p>A CBR verification letter from OCC must be on file for each adult associated with the child care site. It has to be addressed directly to the facility, rather than the person, that ensures authenticity.</p> <p>Before a new staff member can start working at the facility, the director or other staff member in charge must call OCC to verify a new employee's enrollment in Central Background Registry (CBR). If they are enrolled, they have to be linked to the facility with correct hire and start date. They can start working on site prior to receiving a letter from OCC if needed once this confirmation is complete.</p> <p>If an employee provides their CBR confirmation letter to the director AND the individual is linked to the facility AND their name shows on the Staff Qualifications & Training Log (SQTL) or the pre-visit report, this is acceptable for the employee to start working, however, the letter from OCC has to be on file as soon as possible.</p>

Rule Section	Guidance
(E) Statement of the staff's duties	<p>This can be a job description or something less formal as long as it covers the staff's duties. Some examples include:</p> <ul style="list-style-type: none"> • If facility uses a binder system for the staff's files, a job description in the binder is acceptable. The job description or another document should clearly state the staff's duties in the center. To show that the individual knows and understand their job duties for the position they are holding, they can sign an acknowledgment statement, OR • Job description can be signed by an employee and placed in their file, OR • Job description can be listed in the employee handbook and there can be an acknowledgment statement in the employee's file, OR • Job description can be listed on the orientation form and can be presented to an employee at the time of employee orientation. Employee's signature on the orientation form can verify the employee's knowledge of their job duties and their position at the center.
(F) Record of current health-related training – such as CPR, Life Support, Life Saving, and First Aid – and current food handler certifications, as appropriate	<p>There are several ways a program can demonstrate compliance with this requirement. A program can use training certificates, cards, SQTL, or the employee's professional development statement (PDS) through ORO.</p> <p>Note: The use of PDS is not encouraged since they are considered confidential documents. However, if an employee agrees to share the document with the director, it could be used as a form of verification of training.</p>
(G) Driving record, driver's license number and expiration date if the person is to transport children	<p>Typically looks like a DMV driver's record.</p> <ul style="list-style-type: none"> • Some bigger organizations do pull driving records in other departments and that information does not always make it to the center director. If this is the way an organization does their driving records check, it is the center's director responsibility to have a list of drivers whose records were checked by their organization. • Some centers ask their insurance companies to access driver's records for employees who provide transportation. It is important to double check all drivers are included on the report. If not, there must be a separate DMV records check completed for any driver not on the list.

Rule Section	Guidance
(H) Documentation of dates and participation in orientation, training, and staff development activities, as required in OAR 414-300-0120.	<p>The rules states “documentation” that the orientation and training has occurred, so it does not have to be a certificate. Some examples include:</p> <p>Orientation: certificate or ORO approved checklist. If a staff member would like to count two hours of orientation as part of the 15 clock hours of required training, they can submit the orientation certificate or the ORO approved checklist to ORO. Orientation document has to be issued for 2 hours, have the facility's name, license number, individual's name, and signatures of the individual and their manager to be accepted by ORO.</p> <p>Other trainings: Certificates, transcripts, current copy of the SCTL or individual's PDS are acceptable. If transcripts used, qualifying classes should be highlighted. The college credits need to be in the specific areas mentioned in the rule book.</p> <p>Note: All trainings, excluding orientation, have to be submitted to ORO for verification.</p>

ADDITIONAL INFORMATION

Staff personnel records may be stored electronically. All requirements of the rule still apply. The electronic records must have all of the information listed in 0060(c) A through H. These records must be immediately available to OCC staff at all times. Records may be emailed from a central location to the site or kept electronically on site, but both need to be made available immediately, upon request.

This also applies to programs that have multiple sites (e.g., YMCA, OCDC). Those programs may keep the official personnel file for their staff at their main office. However, each site must have a file on site (electronic file is acceptable) that includes the following information for the staff that work at that site:

- Staff qualifications
- Written verification that the staff has completed all safety set trainings: Food Handlers, RRCAN, first aid and CPR, Introduction to Health and Safety training, Safe Sleep (if applicable)
- Verification of enrollment in the Central Background Registry

OCC LICENSING SPECIALIST MAY REVIEW

Staff Records

OPTIONAL RESOURCES

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 300 [Certified Child Care Centers](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.

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