



Asst. Program Leader Qualifications

This form can be completed when a person is hired to work as an Assistant Program Leader for a Certified School-Age Child Care Center.

DIRECTIONS:

1. Use this document to verify the individual is qualified for the position.
2. Attach the employee's resume.
3. Write notes on the resume confirming that the information is correct. (i.e. Confirmed on 5/25/23 by calling previous supervisor.)
4. Once qualifications are confirmed, save this document in the employee file.
5. The licensing specialist will review this form during your next visit.

Person Completing the form:	Employee Name:	CBR Number:
Position:	Position Start Date:	CBR Exp. Date:

ASST. PROGRAM LEADER REQUIREMENTS (414-310-0310)

The age of the individual determines the supervision required and CBR enrollment

Age	<input type="checkbox"/> At least 15 years of age but under 18	<input type="checkbox"/> 18 years of age or older
Supervision Required	<input type="checkbox"/> 0310(b) Be within sight AND sound of a staff person who meets the qualifications of a Program Leader if under the age of 18 years.	<input type="checkbox"/> 0310(c) Be within sight OR sound of a staff member who meets the qualifications of a Program Leader if 18 years of age or older.
CBR Enrollment	<input type="checkbox"/> Individuals turning 18 years old can submit a paper CBR application by mail up to 90 days before their birthday, or the online application up to 45 days before turning 18 years old. They must be enrolled by their 18 th birthday.	<input type="checkbox"/> CBR: 0230(7) The CBR confirmation letter addressed to the program for this individual is on file with the school-age center. OR <input type="checkbox"/> If the center does not yet have a CBR confirmation letter for staff, a school-age center must have written documentation that the school-age center has verified with OCC that the staff is linked to the center . Documentation must include the date _____, time _____, and name of the OCC staff member _____ the school-age center communicated with. <u>Important note about CBR enrollment</u> Rule 310-0280(2): A school-age center must have written confirmation from OCC that staff 18 years of age or older are enrolled or conditionally enrolled in the CBR before the staff may be on the childcare premises or present with children off-site during childcare hours.



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Initial Training Requirements

**ALL training must be submitted to ORO for verification*

Orientation: 0330(1) An orientation within the first 10 days of hire and before staff have unsupervised access to children.

Within 10 days of hire:

0330(1) An orientation within the first 10 days of hire and before staff have unsupervised access to children. **AND**

Within 30 days of hire:

0330(2) Introduction to Child Care Health and Safety (ICCHS) **AND**

Recognizing and Reporting Child Abuse and Neglect (RRCAN) within 30 days of hire and prior to having unsupervised access to children. **AND**

0330(3) Oregon Food Handler's certification within 30 days of hire for cooks, kitchen staff and any staff who serve meals from a communal source or put away leftovers. **AND**

Within 90 days of hire:

0330(4) Current certification in first aid and pediatric CPR within the first 90 days of employment. Online CPR training is only acceptable if it includes hands-on instruction. **AND**

0330(5) Foundations for Learning (OCC approved Child Development Training) within 90 days of employment.