

EE Background Screening Form

Directions:

1. If you are a licensed center and already have a form created for your state licensure, you do not need to complete this form. You will supply the state form.
2. If you are exempt from licensure in your state, you will need to complete this form. Enter the date of completion in each appropriate frame. If a staff person is in the process of completing a requirement, then place "IP" ("In Progress") in the appropriate frame. You will supply this form **in the self-study**.
3. Please include all hired personnel at your center—director, teachers, assistants, nurses, secretaries, cooks, bus drivers, etc.

Program Name	Address	Date

List all staff	Hire Date	Age 18 or Over	State Check	FBI/ Fingerprint Check	Child Abuse	References Checked	Other Required by Your State
	Director						
Staff							
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