



MASSACHUSETTS  
**Department of  
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**Licensed Group and School Age Program Staff Records Checklist**

*(Itinerant Team Members should only fill out #11 and #24 below)*

1. Staff Legal Full Name and Position								
2. Staff Form v								
3. Application/Resume v								
4. Documentation of Interview (date)								
5. Verification of 2 References v v								
6. Date of Birth								
7. Date of Hire								
8. EEC Certificate # (or Education and Experience Documents)								
9. Qualifications, including age groups								
10. EEC PQ Registry (include date)								
11. BRC Status (Provisional/Suitable)								
12. BRC Expiration Date								
13. Physical (include date)								
14. MMR (needs two)								
15. First Aid (date of expiration)								
16. CPR (date of expiration)								
17. EEC Essentials 2.0 Certificate (include date)								
18. EEC Essentials 2.0 Annual Refresher certificate (include date)								
19. Number of Professional Development Hours								
20. Program Orientation (include date)								
21. Staff Bi-Monthly Observations v								
22. Staff Evaluation (include date)								
23. 7-D/School Bus Licenses (include date of expiration)								
24. Itinerant Services: BRC Letter and Parent Consent (Itinerant Team only)								

**Program Name:**

**Completed By:**

**Date:**

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## **Staff Records Checklist Instructions**

These instructions are to assist you in completing the required staff records checklist. A copy of the current checklist must be submitted to the licenser on the day of the licensing study. (Please note: a blank space on the checklist will indicate that the information is not on file. In addition, the column at the bottom marked for EEC Use Only is for BRC verification purposes.)

*Note: Sections 2-5 are required for Large Group and School Age Child Care Programs ONLY.*

1. **Name and Position:** List the names of all teaching staff, cooks, transportation staff and administrators. Indicate the position in which the individual is employed (a staff person's position may be different from their actual qualifications).
2. **Staff Form:** Indicate with a ✓ that a staff information form is on file at the Center. (7.04(18)(c)3)
3. **Application / Resume:** Indicate with a ✓ that an application or resume is on file. (7.04(18)(c))
4. **Documentation of Employment Interview:** Indicate the date of the employment interview for all staff hired after 1/21/2010. (7.04(18)(c)2)
5. **Reference Checks:** Indicate with ✓'s that two verbal reference checks have been documented in the file. (7.04(18)(c)3)
6. **Date of Birth:** Indicate the date of birth for all staff (this information is significant for MMR documentation). (7.04(18)(c)3)
7. **Date of Hire:** Indicate date of hire (this information is significant to determine training requirements). (7.04(18)(c)3)
8. **Certificate or Education/Verification of Experience:** If there is no certificate, indicate with a ✓ that transcripts and verification of experience forms are on file to support the person's qualifications for the position. (7.09(10))
9. **Qualifications:** Large Group and School Age qualifications: Indicate staff person's qualifications level (including OFC/OCCS/EEC certificate number if on file at the Center). Small Group and School Age qualifications: Qualifications determined by capacity of program. Reference form "Qualifications for Small Group and School Age Child Care" to determine what verification must be maintained in staff file.
10. **EEC PQ Registry:** Indicate the date the staff person registered with EEC. (Staff must register annually) 7.09(4)
11. **BRC Status:** Indicate the status of the most recent FINGERPRINT review (Suitable or Provisional). (7.04(18)(c)5)
12. **BRC Date:** Indicate the date of the most recent BRC Review. (7.04(18)(c)5)
13. **Physical Date:** Indicate the date of the most recent physical examination that is on file (update is required every two years). (7.09(11))
14. **MMR:** Indicate with a ✓ if required MMR immunizations or evidence of immunity to mumps, measles, and rubella are on file. All educators born in or after 1957, regardless of country of birth must be able to document two doses of MMR or have serologic evidence (blood titer) of immunity to measles, mumps and rubella. Those born before 1957 in the U.S. are considered to be immune. Those born before 1957 in countries other than the U.S. must be able to document one dose of MMR or have serologic evidence (blood titer) of immunity to measles, mumps or rubella. (7.09(11)(b))
15. **First Aid Date:** Indicate the expiration date noted on the most recent first aid certificate. (7.09(17)(d))
16. **CPR Date:** Indicate the expiration date of the most recent CPR certificate. (CPR must be renewed annually.) (7.11(1)(a))

17. **Required Trainings:** Indicate the dates the trainings were completed.

All educators and administrators working in EEC-licensed are required to complete the EEC Essentials 2.0 training package **prior to working with children**<sup>1</sup>. All program staff that count toward required staff-child ratios and working directly with children must have completed the following training modules included in the EEC Essentials training via EEC's LMS. (7.09(5)(c))

- Emergency Response
- Food Safety
- Hazardous Materials
- Introduction to First Aid and CPR
- Medication Administration
- Missing Child Prevention
- Physical Premises Safety
- Prevention and Control of Infectious Diseases
- Preventing Shaken Baby Syndrome \*Not included in Out of School Time Package\*
- Protecting Children from Abuse and Neglect
- Safe Sleeping Practices \*Not included in Out of School Time Package\*
- Transporting Children Safely
- Introduction to Child Growth & Development

18. **Required Refresher Trainings:** In addition, all applicable staff will be required to take an annual EEC Essentials Refresher package.

19. **Professional Development Hours:** Indicate the number of professional development hours that are documented in the file for the current year. (7.09(19)(b))

20. **Program Orientation:** Indicate the date the program orientation was completed. (7.09(17)(a))

21. **Staff Observations:** Indicate with a V that documentation of observations is on file. Observations of educators should be conducted every two months by a staff with lead teacher, site coordinator or higher qualifications. (7.09(17)(b))

22. **Staff Evaluations:** Indicate the date of most recent written evaluation. (7.09(17)(c))

23. **7-D/School Bus License:** Indicate the date of expiration of the license, if applicable. (7.13(4)(b))

24. *Itinerant Services: Copy of BRC letter and parent consent for child.*

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<sup>1</sup> All staff who have already previously completed the previous EEC Essentials (1.0) package must complete the new Essentials 2.0 trainings by 7/1/2025.