

Out of School Time Program Instructions for Completing the Staff Record Form

1. This form must be completed **before** your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection. **In order for your license to be renewed, this form must be accurately completed before your Licensing Specialist arrives for your Announced Inspection**
2. At the top of the first page list the programs's name, address, and the date you completed the form.
3. Starting on the second page, in the first two columns list the first name and last name for each owner, director, member of your governing board (if you have one), employee, and non-parent volunteer.
4. In the third column, list the position(s) the person holds. If they hold more than one position, list all positions.
5. In the fourth column, please indicate anyone who must have current First Aid and CPR certification as required by rule. This includes anyone who drives children in care, accompanies children on off-site activities, and anyone who is used to meet the requirement that at least one person at the facility at all times when children are in care must have current First Aid and CPR certification .
6. In the fifth column, write the person's start date **only** if they are a new person who started **after** the date of your last Announced Inspection. The start date is the first date the person was **paid** for work performed that day or the first day the person volunteered at the facility.
7. Do not write in the yellow columns. These columns are for Licensing office use only.
8. Make additional copies if more pages are needed to include all owners, employees, substitutes, volunteers, and members of the governing board (if you have one).

Additional copies of this form and instruction sheet can be downloaded from the Child Care Licensing website at:
www.health.utah.gov/licensing