



## Establishing a Date of Hire for Child Care Center Staff FAQ

**Question:** What is the date of hire for the potential child care center who is going through the initial licensure process?

**Response:** Staff who are included in the initial licensure survey would use the date of the survey for their date of hire.

**Question:** What is the date of hire for staff who were employed at the licensed child care center prior to implementation of the new background check regulations, Sept. 30, 2018?

**Response:** These staff will use their original date of hire with the company. The date of hire found on the NBCP will not correspond in any way with their date of hire.

**Question:** What is the date of hire for the staff who are hired to work at the licensed child care center after implementation of new background check regulations, Sept. 30, 2018?

**Response:** Each company has their own hiring process. Some companies will interview, complete full background check process and extend offer of employment once the potential staff has completed the entire background check process.

Sometimes the company will interview the staff, send them for fingerprint checks and hire them immediately to work in the center.

It is up to the company to determine the date of hire for the staff at their licensed child care center. The date of hire must never be prior to the date of the fingerprint scan.

**Question:** Is the date of hire on ECE TRIS important?

**Response:** Yes. The director should ensure that the date of hire recorded on ECE TRIS is accurate and matches the record at the child care center.

### **HELPFUL HINT**

*To ensure a surveyor has the information needed when reviewing staff paperwork, we recommend the following information be maintained on file for each staff:*

***Name of Staff   Date of Fingerprint Scan   Date of Hire   First Day Staff Worked in Center***