



**Pennsylvania
Office of Child Development
and Early Learning**

File Requirements for Facility Person(s) in a Certified Child Care Facility

If a facility person reports to a certified child care facility regularly for work, while children are in care, they are required to have a facility person's file at the facility.

Requirements	No Interaction with Children	Interaction with Children	Counted in Ratio
Date of Start/Hire	X	X	X
§ 3270.192(1), § 3280.192(1), and § 3290 (1) The name, address, and telephone number of the facility person.	X	X	X
§ 3270.192(2)(i) and § 3280.192(2)(i) Verification of age.	X	X	X
§ 3270.192(2)(ii) and § 3280.192(2)(ii) Verification of child care experience, education, and training prior to service at the facility.			X
§ 3270.192(2)(iii) and § 3280.192(2)(iii) Verification of child care experience, education, and training following the outset of service at the facility.	X pertaining to training only	X pertaining to training only	X
§ 3280.192(6) and § 3290.192(4) Records of training required by the Department.	X	X	X
§ 3270.27(c), § 3280.26(c), and § 3290.24(c) Each facility person shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of each plan update. The date of each training and the name of each facility person who received the training shall be documented in writing and kept on file at the facility.	X	X	X
§ 3270.31(e)(4)(ii) Fire safety training. Staff persons shall participate, at least annually, in fire safety training conducted by a fire protection professional. Staff persons and volunteers shall receive training in maintenance of smoke detectors, the duties of facility persons during a fire drill and during a fire and the use of the facility's fire extinguishers, not including discharge of the fire suppressant agent.		X applies for volunteers only	X
§ 3270.31(f), § 3280.31(f), and § 3290.31(g) Staff persons shall complete professional development in the health and safety topics within 90 days of hire.			X
§ 3270.192(2)(iv) and § 3280.192(2)(iv) Acceptable verification of experience, education or training is a transcript or a diploma or a letter signed by a representative of the experiential, educational or training entity.			X
§ 3270.192(3), § 3280.192(3), and § 3290.192 (2) A written report of initial and subsequent health assessments, including the results of initial and subsequent tuberculin skin tests, x-rays or other medical documentation necessary to confirm freedom from communicable tuberculosis.	X if handling food only	X if providing direct care or handling food only	X

Requirements	No Interaction with Children	Interaction with Children	Counted in Ratio
§ 3270.192(4), § 3280.192(4), and § 3290.192(3) A copy of requests for the criminal history record and child abuse registry clearance information, a copy of the disclosure statement and a copy of the completed clearance information required under the CPSL.	X applies to household members only	X	X
§ 3270.32(a), § 3280.32(a), and § 3290.32(a) The operator shall comply with the CPSL and with Chapter 3490 (relating to protective services).	X applies to household members only	X	X
Clearances	X applies to household members only	X	X
Disclosure Statement		X	X
Mandated Reporter Training		X	X
§ 3270.192(5) and § 3280.192(5) Two written, nonfamily references from individual attesting to the person's suitability to serve as a facility person.	X	X	X