

Caregiver Employee Application Guidelines:

The following **must** be done in order to **begin** the application process for a Caregiver Employee (assistant, substitute, etc.):

- ✓ **Submit to 4-C:**
 - Completed Application
 - TB test or screening (administered within the last 12 months)
 - Documentation of SIDS/SBS or AHT Training
 - Pre-Service Training Documentation (if applicable)
- ✓ **Submit a Background Check Request on the DCF provider portal:**
<https://dcf.wisconsin.gov/childcare/provider-portal/info>

Once you have submitted all paperwork to 4-C and DCF has issued a final background check determination, you will be informed in writing from 4-C whether your Caregiver Employee has been approved.



CAREGIVER EMPLOYEE APPLICATION

Certified Child Care Provider Name:			
Name of Caregiver Employee Applicant:		Email Address:	
Potential Caregiver's Address:	City:	ZIP:	Phone:
Date of TB test/screening (please attach proof of completion):		Date Applicant Information entered on Provider Portal:	
Date of SIDS Training:		Date of SBS or AHT Training:	
What role will the applicant have in the child care? <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant		How often will the applicant work in the child care? <input type="checkbox"/> Occasionally <input type="checkbox"/> Regularly	

APPLICANT EDUCATION/TRAINING <i>Before working for 240 hours, substitutes and assistants must complete Fundamentals of Family Child Care, Introduction to the Child Care Profession, Child Abuse and Neglect and have current Infant/Child CPR certification.</i> Indicate a "Yes" or "No" for each item listed and a completion date. Also, attach proof of completion when applicable.		
Course Name	Completed? (circle one)	Completion Date
The Introduction to the Child Care Profession	Yes No	
The Fundamentals of Family Child Care	Yes No	
Child/Infant CPR – current	Yes No	
Child Abuse and Neglect Training	Yes No	
College Transcripts with 2 or more credits in Early Childhood/Child Development	Yes No	
AA (Associate's Degree) or BA/BS degree in Early Childhood Development	Yes No	

By signing this document, I agree that to the best of my knowledge, the information I have given is correct. I understand that providing false information and failure to meet certification requirements and certification standards for child care will result in denial or suspension/revocation from the child care program. In addition, I understand that 4-C will review the documentation I have submitted and either approve or deny my request application in writing.

Applicant Signature

Date

Certified Child Care Provider Signature

Date