

# **New Employee Checklist**

CHILDCARE & PRESCHOOL

## **BEFORE EMPLOYMENT:**

- 1. Fill out the SFOCC Employee Application. Do not leave any blanks.
- 2. Complete the application for the Childcare Background Check for North Carolina
  - Go to <a href="https://ncchildcare.ncdhhs.gov/">https://ncchildcare.ncdhhs.gov/</a> Click on the Child Care Background Check (ABCMS).
  - Click on "CLICK HERE TO CONTINUE")
  - Click-

REGISTER / FORGOT PASSWORD

- o To register for an **INDIVIDUAL** NCID
- o Complete the entire Application
- Then go back to page: The Child Care Background Check Portal <a href="https://ncabcms.nc.gov/DCDEE/Applicant/ProviderSearch">https://ncabcms.nc.gov/DCDEE/Applicant/ProviderSearch</a> (Provider Number/Code: Appinitapp) and complete the application using your newly created NCID and password. The application will create a PDF that includes information required for LiveScan or traditional fingerprinting. This printed PDF must be taken to your fingerprinting appointment and has information necessary for the CBC Unit to complete your background check.
- Individuals who have lived OUT OF NORTH CAROLINA within the past 5 years, must complete the "OUT OF STATE" requirements within the **Child Care Background Check** Portal.
  - o Tip: Some states require additional fingerprint cards
  - Tip: Some states require additional fees and paperwork

    If the OUT OF NORTH CAROLINA background checks
    are not completed, you will receive a PROVISIONAL letter from the CBC Unit.
- 3. **Fingerprinting:** The LiveScan Fingerprinting service provided by Onslow County Sheriff's Department located at 206 Marine Blvd. Jacksonville. **Call for an appointment** (910) 455-1472
  - Be sure to bring identification (picture ID) and **electronic fingerprint release** (from the **Child Care Background Check** Portal).
  - Make sure to bring cash to pay for prints. They may not take credit cards or checks. Additional Fingerprinting locations are listed here:

#### **Cape Carteret Police Department**

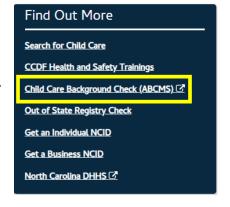
204 W.B. McLean Drive Cape Carteret, NC 28584 Phone: (252) 393-2183 Fax: (252) 393-6126

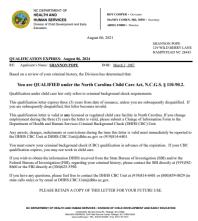
### **Holly Ridge Police Department**

PO Box 145 Holly Ridge, NC 28445 Phone: (910) 329-4076 Fax: (910) 329-1331 www.townofhollyridge.com

## **Jacksonville Police Department**

206 Marine Blvd Jacksonville, NC 28540 Phone: (910) 455-1472





#### **Surf City Police Department**

305 N New River Drive Surf City, NC 28445 Phone: (910) 328-7711 Fax: (910) 328-3308

surfcity.govoffice.com/index.asp?Type=B...

## **Swansboro Police Department**

502 Church Street Swansboro, NC 28584 Phone: (910) 326-5151

#### **Topsail Beach Police Department**

812 South Anderson Blvd Topsail Beach, NC 28445 Phone: (910) 328-4851 Fax: (910) 328-1666 You should receive an email when you are **PROVISIONAL** OR **QUALIFIED** and will be asked to log in to your NCID account to print the letter (see example).

**4. Go to the doctor** and complete the **Tuberculosis/TB Test and Health Assessment/Medical Report**. Results need to be STAMPED by your doctor and received by our facility **prior to employment**.

## On or before your first day of employment, bring and/or complete:

- CBC Provisional or Qualification Letter (cannot start without this)
- Negative TB Test result and Health Assessment/Medical Report (cannot start without this)
- Picture ID and social security card
  - o A copy of both are required for your I-9 form
- Emergency and Health Questionnaire forms completed
- Orientation will begin
  - o 6 hours are required within the first two weeks of employment
  - o Remaining within the first six weeks of employment
- Receipt of job description signed
- Receipt of Employee policies and benefits signed
- Tax information W-4 & NC-4
- A voided check or checking account information for payroll direct deposit

## **Required Trainings:**

- \*\*Due by 30<sup>th</sup> day of employment\*\*
  - Take the Recognizing and Responding to Child Abuse and Neglect Training https://preventchildabusenc-lms.org/
    - This is a 3<sup>rd</sup> party site and will require a new username and password.
    - Print and provide certificate to Administration for your file.
- o Must receive CPR and First Aid training (in-person trainings only)
  - o FREE training provided by SFQCC/HRQCC administration monthly.
- NCRLAP.org Training Videos for instruction on best practice.
- O Due by your 6th Month of employment
  - o Complete the <u>Health and Safety Training</u> required by NC DCDEE MOODLE (using your newly created NCID and password to log in) <a href="https://www.dcdee.moodle.nc.gov/">https://www.dcdee.moodle.nc.gov/</a>
    - Log in
    - Click on "My Courses"
    - Search for and ENROLL in "[Current Year] CCDF Health and Safety in Child Care" and "Medications in Child Care" to take these trainings.
  - o Print or email certificates to sfqcc@outlook.com/Administration for your file.
- O Due by your 1st year of employment-
  - ONC Foundations (NC FELD) by Southwestern Child Development Commission (self-paced) https://reg.learningstream.com/view/cal3a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=42&wp=49 0&tz=&ms=&nav=&cc=&cat1=&cat2=&cat3=&aid=SWCDC&rf=&pn=
  - Fire Safety by Southwestern Child Development Commission (self-paced)
     <a href="https://reg.learningstream.com/view/cal3a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=42&wp=49">https://reg.learningstream.com/view/cal3a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=42&wp=49</a>
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