

Childcare Connections

Vetting Documentation

It is the responsibility of the Day Care Provider or any person working in a day care centre, to renew their vetting documents according to the established timelines and to keep copies of these documents which allows them to work in a child care setting.

It is the responsibility of the Day Care Centre to maintain a file on their premises with the up-to-date vetting documents for personnel/volunteers working in their centre.

Required Vetting Documents

To ensure persons are fit and proper and are vetted before and during their time working with children, the following documents are requested:

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| * Medical Certificate for Care Providers | Renewed every 5 years |
| * SCARS Certificate | Renewed every 3 years |
| * Criminal Record Request Form (Magistrates Court) | Renewed every 2 years |
| * Child Abuse Clearance Request Form (DCFS) | Submitted to CCRP every 2 years |
| * First Aid/CPR Certificate | Renewed every 2 years |
| * Valid Photo I.D. (clear copy) | Submitted and updated if renewed |

Section 76 (3), Children Act 1998; Regulation 10 (4), (6 a, b) (7), (9), Day Care Centre Regulations 1999

Qualification Documents (Centre Personnel)

Qualification letters will be issued to persons working in day care centres once all vetting documents and proof of education have been received. If current individuals have furthered their studies they can submit proof of completion and request an updated qualification letter.

*Qualification letters with provisional watermarks indicate DCFS paperwork has been received and is being processed. There is no further action required on the individual's part. These letters will be updated once DCFS finalizes their report. If the DCFS application is past the 2 year period it must be renewed.

Continuing Professional Development

It is the responsibility of each individual to record professional development hours on the CCRP Continuing Professional Development Declaration Form and maintain copies of certificates. These documents should be shared with their employer.

- * Day care providers should complete 6 hours of professional development per calendar year.
 - * For the purpose of inspections hours will be looked at for the prior calendar year. For example professional development from Jan 2025-Dec 2025 will be reviewed during the 2026 inspection
- * Persons working in day care centres, including substitutes, should complete 10 hours of professional development per licencing year.
 - * For the purposes of inspections hours will be looked at for the prior licencing year. For example professional development completed between September 1 2024– August 30 2025 will be looked at during the 2026 inspection.
 - * Only personnel who are new to the field between September 2024-August 2025 will receive a N/A score if professional development hours are not completed. All others, including individuals transferring centres will receive a score for the PD on file.
- * For persons continuing their education relating to children under 5. Transcripts can be used as proof of course completion which can count towards professional development hours which should be documented on the Declaration Form.

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Ministry of Health

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