**Registry Checklist for New Employees**

* Make sure the employee creates an account AND submits an application. Just creating an account does not mean they have done everything to be current. There are how to videos on our website under Resources.
* Make sure CPR is not online and that it includes Pediatric First Aid. Red Cross and Heartsaver Pediatric from AHA are the most common CPRs. Many CPRs from other organizations do not meet all of licensing requirements. You can always email us about a class or card to see if it meets licensing’s regulations.
* Employment forms need to be completely filled out, except for the wage section, which is optional. Current positions require this form. If the employee is working at more than one program or more than one position, please divide the hours worked per week between the forms so they add up to their actual hours worked every week. (For example, 20 hours at each of two programs, to add up to 40 hours worked per week).
* Previous employment can be verified by uploading proof of employment such as a reference letter, tax forms, or pay stubs. Resumes, contracts, or offer letters are not sufficient.
* Please make sure the employee is checking their emails after they submit an application or upload a document, so they will not miss any information we may still need from them.
* If higher ed is listed by the employee, we will need complete transcripts (official or unofficial) because we are required to evaluate coursework. We are revising our Career Path to include more non EC related degrees, so it will be to their benefit to upload these transcripts. Transcripts need to list their name, school name, major or degree program and grades.
* If your employee is still in high school, we do ask that they complete the high school verification form with an anticipated graduation date. This also applies to employees getting their GED/HiSet, or who did not finish high school. Most high schools will provide a transcript with a graduation date if asked.