



Rhode Island Department of Human Services

Child Care Program Personnel Sheet

Updated 2/24/2020

Program Information	
Program Name:	
Address:	
Program Type:	<input type="checkbox"/> Child Care Center/School Age Program <input type="checkbox"/> Family Child Care Home/Group Family Child Care Home

Personnel Information							
Name:							
Position:					Date of Initial Employment:		
Work Schedule							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							
Job Responsibilities							
Education							
School	Major Study Area		Degree/Certificate		Date Complete		
Other Qualifications							
This may include: Teacher Certifications, CDA, Nursing License, etc.							
Certification/License Type	Certification #	Concentration			Expiration Date		
Relevant Training							
This may include: in-service trainings, workshops, conference attendance, etc.							
Training Type/Title					Date Complete		