

Personnel Information Form

Please keep a copy of this form in the staff file.

This form must be submitted to DHS for each employee at the time of initial licensing or when requested by DHS. If submission is requested please include supporting documents such as post-secondary transcripts, diplomas, or certificates. Be sure that transcripts include the name of the post-secondary institution and the name of the staff person printed on the transcript by the post-secondary institution. This information must also be maintained in each staff person's personnel file on-site. All staff must meet applicable staff qualifications as required in Minnesota Rules, parts 9503.0030 through 9503.0034.

NAME OF EMPLOYEE (First, Middle, Last)		DATE OF BIRTH
NAME OF PROGRAM		PROGRAM LICENSE NUMBER
PROGRAM ADDRESS		
DATE OF EMPLOYMENT	DATE OF FIRST CONTACT W/CHILDREN	JOB TITLE

Alternatives for staff qualification. Circle the appropriate number representing how a teacher or assistant teacher qualifies for the position. Refer to Minnesota Rules, parts 9503.0030-9503.0034 to determine which alternative is appropriate.

Teacher: 1 2 3 4 5 6 7 8 9

Assistant Teacher: 1 2 3 4 5 6 7 8 9

Aide: **Volunteer:** **Director:**

DHS USE ONLY	Variance: _____	Expires: _____
	CDA Expires: _____	
	DHS Licensors initials: _____	Date: _____

Child care experience to date: (most recent first)

Experience means paid or unpaid employment as a teacher, assistant teacher, aide, or student intern in a public or non-public school serving children 12 years or under, in a licensed child care center or hours worked as the license holder of a licensed family day care home. Do not list any unrelated work experience.

Name and address of employer (school, child care center or family day care)	Job title (teacher, assistant teacher, aide, intern, license holder)	Dates of employment	Total number of hours worked
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
Total Hours of Experience			

Orientation Documentation:

I received an orientation required under MN Statutes, Section 245A.40, subd. 1, before starting work with children. The orientation included: A. the center's philosophy, child care program, procedures for maintaining health and safety, and handling emergencies and accidents; B. specific job responsibilities; C. the behavior guidance standards specified in part 9503.0055; and D. the reporting responsibilities specified in MN Statutes, sections 626.556 (Reporting Maltreatment of Minors), 245A.66, and MN Rules, part 9503.0130, subpart 1.

EMPLOYEE'S SIGNATURE	DATE ORIENTATION COMPLETED
SIGNATURE OF SUPERVISOR VERIFYING ACCURACY OF INFORMATION	DATE

9503.0031 DIRECTORS. Subpart 1. General requirements for a director. A director must: A. be at least 18 years old; B. be a graduate of a high school or hold an equivalent diploma attained through successful completion of the general education development (GED) test; C. have at least 1,040 hours of paid or unpaid staff supervision experience; and D. have at least nine quarter credits or 90 hours earned in any combination of accredited courses in staff supervision, human relations, and child development.

Subp. 2. Additional requirements. If a director functions as a teacher or develops or revises the child care program plan, the director must meet the qualifications of a teacher specified in part 9503.0032.

9503.0032 TEACHERS.

Subpart 1. Teacher qualifications, general. A teacher must be at least 18 years old and meet the qualifications in subpart 2 with the following exceptions: A. A registered nurse or licensed practical nurse is qualified as a teacher for infants only. B. A registered nurse may be used to meet the staff-to-child ratios for a teacher for sick care in a center licensed to operate a sick care program.

Subp. 2. Teacher education and experience requirements. A teacher with the credential listed in column A must have the education and experience listed in column B.

Column A	Column B
(1) A high school or General Education Development (GED) diploma	Experience: 4,160 hours as assistant teacher Education: 24 quarter credits
(2) Diploma from Association Montessori Internationale; preprimary credential, primary diploma, or provisional certificate from the American Montessori Society, without a baccalaureate degree	Experience: 2,080 hours as assistant teacher, aide, or student intern Education: 12 quarter credits
(3) Preprimary credential, primary diploma, or provisional certificate from the American Montessori Society; or diploma from the Association Montessori Internationale with a baccalaureate degree	Experience: 1,040 hours as assistant teacher, aide, or student intern Education: no additional required
(4) Minnesota technical institute certificate as a Child Development Assistant	Experience: 2,080 hours as an assistant teacher Education: six quarter credits
(5) Child Development Associate credential (center based or family day care) for preschool or for infants and toddlers from the Council for Early Childhood Professional Recognition	Experience: 1,560 hours as assistant teacher, aide, or student intern Education: no additional required
(6) License from the Minnesota Department of Education for Prekindergarten Associate; or a certificate or credential for a two-year program from an accredited community college or technical college in child development or early childhood education	Experience: 1,040 hours as assistant teacher, aide, or student intern Education: six quarter credits
(7) Baccalaureate degree from an accredited college or university in any field	Experience: 1,040 hours as assistant teacher, aide, or student intern Education: 18 quarter credits
(8) License from the Minnesota Department of Education for elementary education without kindergarten endorsement	Experience: 520 hours as assistant teacher, aide, or student intern if teaching children under school age Education: six quarter credits within one year of initial employment if teaching children under school age
(9) License from the Minnesota Department of Education for prekindergarten/nursery, or a license from the Minnesota Department of Education for elementary education with a kindergarten endorsement	Experience: no additional required Education: no additional required

9503.0033 ASSISTANT TEACHERS.

Subpart 1. Assistant teacher qualifications, general. An assistant teacher must work under the supervision of a teacher. An assistant teacher must be at least 18 years old and meet the qualifications in subpart 2 with the following exceptions: A. A registered nurse or licensed practical nurse is qualified as an assistant teacher for infants only. B. A registered nurse may be used to meet the staff-to-child ratios for an assistant teacher for sick care in a center licensed to operate a sick care program.

Subp. 2. Assistant teacher education and experience requirements. An assistant teacher with the credential listed in column A must have the education and experience listed in column B

Column A	Column B
(1) High school diploma or General Education Development (GED) equivalency	Experience: 2,080 hours as an aide or student intern Education: 12 quarter credits
(2) Minnesota license as a family day care or group family day care provider	Experience: 2,080 hours as a licensed family day care or group family day care provider Education: 12 quarter credits
(3) Diploma from Association Montessori Internationale or preprimary credential, primary diploma, or provisional certificate from the American Montessori Society	Experience: 520 hours as an aide or student intern Education: three quarter credits
(4) Minnesota technical institute certificate as a Child Development Assistant	Experience: 520 hours as an aide or student intern Education: no additional required
(5) Two years full-time postsecondary education from a college or university	Experience: 1,040 hours as an aide or student intern Education: nine quarter credits
(6) Child Development Associate credential, center based or for family day care, from the Council for Early Childhood Professional Recognition	Experience: no additional required Education: no additional required
(7) Baccalaureate degree in any field from an accredited college or university	Experience: no additional required Education: nine quarter credits
(8) Certificate or credential for a two year program in child development or early childhood education at a Minnesota community college or technical college	Experience: no additional required Education: no additional required
(9) License from the Minnesota Department of Children, Families, and Learning for Prekindergarten Associate	Experience: no additional required Education: no additional required