

WAC 110-301-0115 Staff records. (1) A school-age provider must establish a records system for themselves, staff, and volunteers that complies with the requirements of this chapter. School-age program staff records must be:

- (a) Verified by the licensee, program director or site director;
- (b) Entered and maintained in the electronic workforce registry, if applicable. Paper records may be discarded once entered into the electronic workforce registry and confirmed by the department;
- (c) Updated to delete staff names from the electronic workforce registry when they are no longer employed at the school-age program; and
- (d) Kept on-site or in the program's administrative office in a manner that allows the department to review the records.

(2) Records for each school-age provider and staff member must include:

- (a) First and last name;
- (b) Date of birth;
- (c) Job title;
- (d) First and last day of employment, if applicable; and
- (e) Proof of professional credentials, requirements, and training for each school-age staff member, pursuant to WAC 110-301-0100 through 110-301-0110.

(3) A licensee, program director, or site director must maintain the following records for each school-age provider and program staff in a confidential manner. These records must be reviewable by the department and must include at a minimum:

- (a) A copy of current government issued photo identification;
- (b) Emergency contact information;
- (c) Completed employment application or resume;
- (d) Annual observation, evaluation, and feedback information;
- (e) The licensee's Social Security number, federal employer identification number, or a written document stating the licensee does not possess either; and
- (f) Immunization records including exemption documents.

[Statutory Authority: RCW 43.216.055 and 43.216.065. WSR 21-10-035, § 110-301-0115, filed 4/27/21, effective 6/1/21.]