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Resilient Environment Department  
Consumer Protection Division  
**Child Care Licensing and Enforcement Section**  
1 North University Drive • Plantation, Florida 33324 • 954-357-4800

### PERSONNEL RECORD

Child Care Provider \_\_\_\_\_

License/Registration Number \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Date of Employment \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**CHECK ONE:**       Operator / Provider       Substitute       Alternate Substitute  
                          Employee                       Volunteer                       Other

Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Hours Worked Daily: \_\_\_\_\_ Hours Worked Weekly: \_\_\_\_\_

Hours Worked Monthly: \_\_\_\_\_ Hours Worked Yearly: \_\_\_\_\_

TRAINING	ENROLLMENT	INITIATION	COMPLETION	CERTIFICATE #	EXPIRATION
40 Hours					N/A
5 Hr Literacy					N/A
6 Hours					N/A
Infant					N/A
Large 10 Hrs					N/A
CDA	N/A	N/A			

**\*Form must be kept on file.**