

Onboarding Process

- ___ Phone interview
- ___ In person interview
- ___ Work interview
- ___ Reference, social media, google, & background check
- ___ BCIS system
- ___ Assign OEC Registry account
- ___ OEC employee requirements/compliance (health & safety training, cpr, medical, & epipen)
- ___ Collect medical statement, photo ID, social security card , or Passport and vaccination card
- ___ New staff orientation document
- ___ I-9 form

Training

- ___ Safe sleep training
- ___ Sudden Infant death syndrome training
- ___ Shaken baby syndrome training
- ___ Care4kids Health & Safety basics for center and school staff
- ___ Mandated Reporter Training

Youtube links:

Infant room training videos

Preventing Shaken Baby Syndrome

<https://youtu.be/k-IXKuK900I>

Sudden Infant Death Syndrome

<https://youtu.be/QI3BtPnNoqk>

The ABCs of Infant Safe Sleep

<https://youtu.be/T8QNODDhve8>

Mandated Reporter Training

https://www.proprofs.com/training/course/?title=mrtschoolemployeemay2022_62851239b3e21

(spanish)

https://www.proprofs.com/training/course/?title=suzanne-capacitacin-para-informantes-obligatorios-may-2022_6290dba6990f6

OEC Trainings

<https://ccacregistry.org/>

Directions to get to the Health & safety training can be found in the New Hire Packet on google drive

