



# New Employee Checklist

## Before employment:

1. **Fill out application. Do not leave any blanks.**
2. Go to <https://ncchildcare.ncdhhs.gov/>
  - **Click on the Criminal Background Check Portal.**
  - **Click on the Application** (bottom right of the screen).
  - **Click- "Click here to get an NCID"**
    - Register for an Individual NCID
  - Then go back to The Criminal Background Check Portal and Apply using your new NCID and password.
  - You should receive an email when you are PROVISIONAL OR QUALIFIED and will be asked to log in to your NCID account to print the letter.
3. **Use the LiveScan Fingerprinting service provided by Onslow County Sheriff's Department on Tuesday/Thursday from 8-11 am and 2-4 pm located at 206 Marine Blvd. Jacksonville (910) 455-1472**
  - Be sure to bring identification (picture ID) and **electronic fingerprint release** (from step 2). Be sure the official signs it.
  - Make sure to bring cash to pay for prints. They may not take credit cards or checks.
4. **Go to the doctor** complete the TB test and Medical Report. Results need to be received by our facility **prior to employment.**

## On or before your first day of work, bring and/or complete:

- **CBC Provisional or Qualification Letter (cannot start without this)** <https://ncchildcare.ncdhhs.gov/>
- **Negative result TB test and Medical Report (cannot start without this)**
- Picture ID and social security card
  - A copy of both are required for your I-9 form
- Emergency and Health Questionnaire forms completed
- Orientation will begin
  - 6 hours are required within the first two weeks of employment
  - Remaining within the first six weeks of employment
- Receipt of job description signed
- Receipt of Employee policies and benefits signed
- Tax information W-4 & NC-4
- A voided check or checking account information for payroll direct deposit

## Within first 6 weeks of employment:

- Must receive CPR and First Aid training (full online course is not eligible for childcare).
- [NCRLAP.org](https://ncrlap.org) Training Videos for instruction on best practice.
- **Complete the Health and Safety Training required by NCDCDEE MOODLE (using your newly created NCID and password to log in)** <https://www.dccde.moodle.nc.gov/>
  - **Log in**
  - **Click on "My Courses"**
  - **Search for and enroll in "2021 CCDF Health and Safety in Child Care" and "2021 Part 1: Medications in Child Care" to take these trainings.**
  - **Print or email certificates to [sfgcc@outlook.com](mailto:sfgcc@outlook.com)**
- **\*\*Due by 6<sup>th</sup> week of employment\*\* Take the Recognizing and Responding to Child Abuse and Neglect Training** <https://preventchildabusenc-lms.org/>
  - This is a 3<sup>rd</sup> party site and will require a new username and password