



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**



**Staff Summary**

Name of facility	Street address	City	Zip	License number K8	Date completed	Date updated
Master teachers needed 1:60, 1:40, 1:30, 1:20 - enter ratio needed:		Person completing child passenger safety training		Child passenger safety training completion date		

Name of staff and log number	Job assigned	Date employed	For OKDHS use only								
			Staff sheet	Background viewed or OSBI date conducted	Credential and expires	Staff training				First aid expires	CPR expires
						Entry level or health and safety <sup>1</sup>	Annual hours required	Annual infection control	Hours & date(s) verified		

<sup>1</sup> Health and safety training is for family child care homes; and entry level training is for child care centers.

