

**245H.16 PERSONNEL RECORD.**

The certification holder must maintain a personnel record for each staff person at the program that must contain:

- (1) the staff person's name, home address, telephone number, and date of birth;
- (2) documentation that the staff person completed training required by section 245H.14;
- (3) documentation of the date the program initiated a background study for the staff person; and
- (4) documentation of the date the staff person first had direct contact and access to a child while supervised, and the date the staff person first had direct contact and access to a child while unsupervised.

**History:** *1Sp2017 c 6 art 16 s 57,68*