

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-18 Title: Collection and Upkeep of Required Head Start and Early Head Start Certifications Section: Program Design Management	Approval Date: 5/8/2025 Procedure Revision Date: Most Recent Board Review: 5/8/2025 PC Approval Date: 10/17/2024
Forms Required:	
Performance Standards:	Page 1 of 1

Establishing the Requirement

- All job descriptions list required certifications, which may include some or all of the following:
 - Criminal History Registration
 - CPR Certification
 - First Aid Certification
 - Initial Health Exam Certification
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 - Food Handler's Certification
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 - Application
 - Transcripts
- Criminal History Registration is required prior to employment for all Head Start & EHS positions. A link is sent to potential employee after application is received. Human Resources will track to ensure completion of application prior to hire.
- Other certifications may be required prior to employment as delineated in each job description

Maintaining and Communicating the Record of Current Status

- Human Resources creates ChildPlus database accounts for new hires and updates Child Plus of required certification for each employee, which details expiration dates..
- Human Resources will pull the certifications report on the 1st of every month and will notify the staff member, supervisor, and regional directly via email of any certifications expiring within 60 days.
- Human Resources will post updated certifications report to “Head Start Certs” in Teams weekly.
- Supervisors, and Regionals will monitor the certifications report weekly.
- Supervisor will continue to follow-up with the staff member to ensure that they turn in required certifications to HR in a timely manner.
- After 30 days with no certification updates received from the staff member, supervisor, or regional, Human Resources will issue a “Suspended Without Pay” notice to the employee, copied to the supervisor, EHS/HS Manager, and Head Start Director, communicating that if the certification is not renewed and submitted to Human Resources by the expiration date, the employee will be suspended from the workplace on the expiration date, without pay, until the certification renewal is completed.
- Before summer furlough, on the 15th of May, or the first business day, Human Resources will pull the certifications expirations from May 15th to August 1st and notify the staff member, supervisor, and regional via email of any certifications expiring over the summer furlough.

- If no certifications have been received from the employee, supervisor, or regional by August 1st, Human Resources will contact the staff member via personal email and cc the supervisor, EHS/HS Manager, and Director to send a reminder email with notice that they will be unable to return without updated required certifications.

Processing the Records Collection

- Employee, Supervisor or Regional will email updated certification documents to certifications@neighborimpact.org
- Every Monday, Human Resources will sort through any Central Background Registry letters to see if they are 5-year renewal letters, site specific CBR letters, or new CBR letters. Site specific letters will be passed on to the Education & Quality Manager to then pass along to the correct sites. New CBR letters will be scanned and sent to the Human Resource Admin Specialist to upload to the employee's file as well as ChildPlus. The Human Resource Admin Specialist will also update the expiration date in ChildPlus certifications.
- Human Resources will upload updated required certifications to the employees ChildPlus file as well as update the expiration date on the certification's module in ChildPlus for required certifications.