

## IdahoSTARS Professional Development System Registry Initial Application Checklist

Please use this checklist to gather all materials required to complete your application packet. You must complete the PDS Online Orientation at [www.idahostars.org](http://www.idahostars.org) to receive your packet. If you need help, please dial the 2-1-1 Idaho CareLine and ask for your local Child Care Resource Center.

### VIEWED THE PROFESSIONAL DEVELOPMENT SYSTEM ONLINE ORIENTATION

#### REQUIRED FORMS

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|---|--|
| <input type="checkbox"/> <b>Application Form</b>      | Initial Application Form emailed to you once PDS Online Orientation is completed. Fill out sections A, B, C and D. Your supervisor will need fill out section E.<br><b><i>*Unemployed providers need only fill out sections A and D.</i></b> |
| <input type="checkbox"/> <b>Parental Consent Form</b> | The Parental Consent Form must be included in the application packet for applicants who are 16 or 17 years old.  |
| <input type="checkbox"/> <b>W-9 Form</b>              | Please print your name exactly as it appears on your social security card. Please do not fill out the business portion.  |

#### REQUIRED DOCUMENTATION

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|--|--|
| <input type="checkbox"/> <b>Social Security Card</b>                             | Provide a copy of your social security card for the PDS Office to verify your name and Social Security Number. Call 1-800-772-1213 for a new card if your name has changed.<br><b>** SS Card will be used for verification purposes only and then shredded**</b> |
| <input type="checkbox"/> <b>Pediatric CPR &amp; Pediatric First Aid Training</b> | Provide a copy of current cards with your application. Please copy front and back. Online only cards are <b>NOT</b> accepted.  |

#### IF APPLICABLE

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Education Documentation</b>     | Provide a copy of any diplomas or degrees you have earned <u>and/or</u> a copy of all college transcripts with graduation date and declared major for consideration towards Pathway Level placement. Unofficial transcripts are accepted. |
| <input type="checkbox"/> <b>Child Care Facility License</b> | Provide a copy of your current Facility License (City or State) (If applicable)   |
| <input type="checkbox"/> <b>Child Care Worker License</b>   | Provide a copy of your current Child Care Worker License (if applicable)  |