

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 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

<input type="checkbox"/> Application Form	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. <i>*Unemployed providers need only fill out sections A and D.</i>
<input type="checkbox"/> Parental Consent Form	The Parental Consent Form must be included in the application packet for applicants who are 16 or 17 years old.
<input type="checkbox"/> W-9 Form	Please print your name exactly as it appears on your social security card. Please do not fill out the business portion.

REQUIRED DOCUMENTATION

<input type="checkbox"/> Social Security Card	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. ** SS Card will be used for verification purposes only and then shredded**
<input type="checkbox"/> Pediatric CPR & Pediatric First Aid Training	Provide a copy of current cards with your application. Please copy front and back. Online only cards are NOT accepted.

IF APPLICABLE

<input type="checkbox"/> Education Documentation	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"/> Child Care Facility License	Provide a copy of your current Facility License (City or State) (If applicable)
<input type="checkbox"/> Child Care Worker License	Provide a copy of your current Child Care Worker License (if applicable)