



DIVISION OF EARLY LEARNING Licensing and Compliance Unit

PHONE: (202) 727-1839 • FAX: (202) 741-5304

MAILING ADDRESS: 810 FIRST STREET, NE • 4th FLOOR • WASHINGTON DC 20002

CHILD CARE EMPLOYEE APPOINTMENT, PROMOTION OR SEPARATION NOTIFICATION

Pursuant to Title 29 of the District of Columbia Municipal Regulations, Chapter 3, Child Development Facilities § 327.1, this form must be completed and sent to the Division of Early Childhood Education, Child Care Licensing Unit for each newly hired (appointed) staff, staff promotion or separation in your facility.

Name and Address of Facility

Director

STAFF MEMBER:

Name: _____

Date of Birth: _____ Telephone: _____

Home Address: _____

Title of Position: _____ Date Appointed: _____

Brief Description of Duties: _____

EDUCATION (High School Diploma, GED and College Degree):

High School: _____
Name and Address Date Attended

GED: _____
Name of Educational Institution Date Received

College: _____
Name and Address Date Attended

Degree: _____
Name of Degree Date Received

SPECIAL TRAINING (specify): _____

EXPERIENCE: _____

STAFF CHANGES: Date: Promotion Termination

Termination Reason: _____

Signature of Employee

Signature and Title of Employer/Designee

Date