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| --- | --- |
| NAME OF CPA | PROVIDER NUMBER |
| LD STAFF | DATE |
| [**WAC 110-147-1520**](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1520)[**RCW 74.15**](https://app.leg.wa.gov/RCW/default.aspx?cite=74.15) | **Description:**  | **Rule is Met****Administrative Approval** **Not Applicable****Rule is Not Met** | **Comments (Dates as applicable):**  |
| (2)(a) | Application  |  |  |
| (2)(a)[1445](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1445) | Experience (resume or application with work history)- Four years of relevant experience such as administrative oversight program, and fiscal management.  |  |  |
| (2)(b)[1445](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1445) | Education document (diploma or transcript)-Relevant education to the specific CPA program |  |  |
| (2)(c) | Job Description or the position at CPA |  |  |
| (2)(d) | Signed Mandated Reporter Statement |  |  |
| (2)(e)[1500](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1500) | Orientation/ Pre-Service Record (16 hours)  |  |  |
| (2)(f)[1505](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1505) | In-Service Training (12 hours annually if supervising staff who provide supervision or direct care to children) |  |  |
| (3)(a)[1325](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1325) | Background Check (most recent completed date) |  |  |
| (3)(b)[1335](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1335) | TB Test (must be within 12 months of hire date)  |  |  |
| (3)(c)[1510](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1510) | First Aid/CPR Expiration date (if providing supervision or direct care to children) |  |  |
| (3)(c)[1515](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1515) | BBP training date (if providing supervision or direct care to children) |  |  |
| (3)(d)(e) | Government-issued photo ID or Valid Driver’s License (if transporting children/employees) Expiration date  |  |  |
| (3)(f)[1625](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1625) | Auto Insurance (if using private vehicle to transport children/employees) Expiration date |  |  |
| [1320](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1320) | Age (at least 21) |  |  |
| [1330](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1330) | References (per each CPA’s policy) |  |  |
| [1535](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1535) | Confidentiality (training or statement signed) |  |  |
| [1550](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1550) | Hire Date (most recent hire date if re-hire) |  |  |