

COMMUNITY ACTION TEAM CHILD & FAMILY DEVELOPMENT PROGRAMS

Certification & Licenses Policy

All positions within CAT children's programs have specific entry level qualifications which must be kept current. These are listed on each position description and include, but are not limited to, CPR and First Aid, criminal history registry, food handler's card and Oregon Student Transportation permit.

CAT has policies in place to reimburse for training cost and ½ college credit tuition to support staff with the training and documentation to meet or renew their certification and licenses.

1. CAT will reimburse up to one-half of the initial fee for certification for position (i.e. CDA, Food Handlers,) that are requirements and qualifications for jobs.
2. Certification renewal fees will be the sole responsibility of each individual staff member.
3. It is expected that certificates and licenses will be renewed by the expiration date. If the renewed certificate/license is not received in the Head Start Admin office, the staff person will be required to meet with their immediate supervisor and Assistant Director to develop a plan and timeline to renew certification and license.
4. If Criminal History Background checks and Oregon Department of Education student transportation permit are expired, according to state law, staff will not be allowed to work until they are renewed.
5. Currently CAT pays for:
 - trainings, according to CAT Personnel policies
 - ½ cost of initial GED testing
 - ½ credit classes, according to CAT Personnel policies
 - ½ of 1st CDA Assessment
 - up to \$50.00 for 1st physical, as required by Policy 1-1 and required physical for bus drivers
 - Initial CDL license
 - Fingerprinting
 - CPR/First Aid
 - Drug pre-employment screening
6. Staff are currently responsible for these certifications and requirements for positions as listed in job descriptions, grants and contracts, and Federal, State and local laws.
 - Criminal History
 - CDA Renewal
 - Food Handler's

- CDL Renewal/OR DOE Student Transportation Permit