

Martin Luther King, Jr. Education Center (MLKEC)

“Home Away From Home”

Applicant Checklist

Employee Name:

Please submit the following paper by:

(X Indicates document is needed; X indicates preferred but not required)

DOCUMENT REQUIRED	Notes:	Submitted
Employee Application	Application of employment	
Degree	i.e Bachelor Degree Certificate Associate Degree Certificate	
Major/Endorsements	Early Childhood, ZA, ZS	
Transcripts	Submit transcripts for any degrees acquired.	
CDA	Certificate of CDA	
TB	TB Results documentation	
Medical Clearance	Medical clearances are valid for 2 years. A new one must be obtained and submitted to MLKEC within two years of your last submission.	
Livescan Fingerprint (Child Background Check Form)	Cost \$61.75 scheduled through MLKEC Office	
Food Handlers	http://www.mifoodhandlers.com/eMain.aspx?State=MICHIGAN	
Shaken Baby	Watch the Never, Never Shake a Baby Video to fulfill shaken baby syndrome training requirements. https://www.youtube.com/watch?v=VLBU_OkBmfQ	
Infant/Toddler Safe Sleep	<u>Here is the link again for infant safe sleep training</u> https://courses.mihealth.org/PUBLIC/cm710/home.html	
First Aid/CPR/AED	Please submit proof of certification	
Blood borne Pathogens	If you are having issues with login please call 1-888-889-2840. Link: https://mi.learnport.org/Default.aspx Create an account to login 1. in the option for 'Organization' type in "guest" 2. choose the criteria 'any words' or 'contains' select search	
Child Abuse/Central Neglect Registry (CA/CNR) FIA/DHS Clearance	Complete thru your local FIA agency (DHS office) <i>You may also call (313) 937-4200</i>	
Child Abuse Neglect form	Obtain this form from MLKECA office, read and sign.	
Professional Log	Obtain this from MLKEC office. Completed form indicating all Professional Developments attended within last two years.	