ATAP STAFFING SOLUTIONS

Wisconsin and Alabama

Worker Clearance Checklist

Record verification dates and status. Keep supporting records in the secure personnel file.

Worker name, facility type and proposed assignment

Credential or registry result, date verified and expiration if applicable

Background-check clearance and verification date

Required training and site orientation confirmed

Facility confirmation of duties, supervision and ratio eligibility if applicable

Approved by, date and any follow-up