# Safe Staff Banner
# Provider Application

**About This Banner**

This banner recognizes programs where every staff member working with children has successfully passed a background check. It signals a commitment to safety, professionalism, and peace of mind for families.

**Section 1: General Provider Information**

Program Name: _____

Physical Program Address: _____

Legal Business/Organization Name: _____

Contact Name & Title: _____

Website Link: _____

**Section 2: Eligibility Questions**

1. **Do all staff members who work with children have completed background checks on file?**
   ☐ Yes        ☐ No
   If no, please explain: _____

2. **What type of background check do you use?**
   ☐ Florida Level 2 Screening (via FDLE or Fieldprint Florida)
   ☐ FBI Fingerprint Check
   ☐ National Background Check
   ☐ Other (please describe): _____

3. **Who performs or verifies your background checks?**
   ☐ DCF Clearinghouse
   ☐ Fieldprint Florida
   ☐ Private Screening Service (name): _____
   ☐ Other: _____

4. **How often do you re-screen staff?**
   ☐ Every 3 years   ☐ Every 5 years   ☐ Other: _____

5. **Do you maintain records of the date and type of each staff background check?**

☐ Yes      ☐ No

6. **A. Do new hires or volunteers complete a background check before they begin working with children?**

☐ Yes      ☐ No

   **B. Please describe how your program ensures this policy is followed:**

7. **Do you have documentation available to confirm clearance status for each staff member?**

☐ Yes      ☐ No

8. **Are you prepared to provide documentation for audit purposes if requested by ParentApproved.org?**

☐ Yes      ☐ No

*Section 3: Supporting Documentation*

Please provide or be prepared to provide the following:

- **Staff Background Check Log**
  A document listing each child-interacting staff member, their role, the type of background check completed, the date completed, and the screening agency used.
- **Sample Background Check Verification Record**
  One redacted example of a completed and cleared background check (with personal info blacked out) to confirm your verification process.
- **New Hire Background Check Policy**
  A written summary or internal policy outlining how background checks are conducted for new hires or volunteers **before** they begin working with children.
- **Re-Screening Policy (if separate)**
  A brief note on how your program tracks or ensures timely re-screening (e.g., spreadsheet, calendar reminders, staff handbook section).

*Section 4: Agreement*

I confirm that the information provided in this application is accurate and that our program meets the safety expectations required to receive the Safe Staff banner from **ParentApproved.org**.

By submitting this application, I agree that my responses may be reviewed for accreditation purposes and used to help create our provider profile. Public-facing details (such as program descriptions or photos) may be shared with my approval. Personal or sensitive information will remain confidential and will never be sold or shared with third parties.

I also understand that ParentApproved.org conducts periodic audits and reserves the right to revoke the banner if our program no longer meets the required criteria. If revoked, we agree to update or remove the displayed banner to reflect our current status.

Signature: _____

Date: _____

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1. *Submit Completed Application*
   Email your application and supporting documents to: *apply@parentapproved.org*
2. *Initial Review (within 7–10 business days)*
   Our team will review your responses, supporting materials, and alignment with eligibility criteria.
3. *Follow-Up (if needed)*
   We may request clarification or offer guidance to help meet badge or banner standards.
4. *Approval & Invoice*
   If your program meets the requirements, we will issue an invoice for the selected badges and banners.
5. *Official ParentAproved.org Banner & Directory Listing*
   Once payment is received, your program will receive an official banner that you can display on your website and a custom listing in our ParentApproved.org Directory.