



Staff Credentials Form

Program Name
Employee Name

New Staff Hired

(to be completed
within 30 days of
hiring date)

Position	Start Date
Initial Training Hours Required:	16 for Exchanges; 24 for Visits 40 for Program Management
Completed on	
CYFD Background Clearance Approval Received	(date)
Copy of CYFD letter provided to the AOC on	(date)

Staff Promoted

(to be completed
within 30 days of
promotion date)

Former Position	
New Position	Start Date
Additional Hours Training Required for Promotion:	
8 - from Exchanges <i>only</i> to Visitation Monitors	
16 - from Visits to Program Management	
24 - from Exchanges to Program Management	
Completed on	(date)

Close File

(individual is no
longer staff)

Date of exit:

Supervisor Completing Form

(must be signed, not typed)

Date

Please submit this form *within 30 days of the person's hire* or change in status. The annual training requirement must be reported by April 1, 2017, or as provided in the contract. You may fax to the attention of Kristen Frueh at (505) 827-4824 or scan and send by e-mail to aockrf@nmcourts.gov. Questions? Please call (505) 827-4808.