US Nanny Association info@usnanny.org 9040 Town Center Parkway, Lakewood Ranch, FL 34202

Childcare reference form

Instructions: Please input the requested information and return it to the applicant or email it to info@usnanny.org. This form is to be completed by a **professional reference.** A reference may be the applicant's employer, supervisor, agency placement director, lead teacher or another professional who has directly observed the applicant caring for children. A reference may not be a relative of the applicant, a supervisor for unpaid work, or childcare completed when the applicant was under the age of 16.

Childcare experience includes working as a nanny, daycare worker, teacher, pediatric nurse, summer camp counselor, and other child centric positions. To qualify as childcare work experience, a paid position must include direct supervisory responsibility to care for at least one child between the ages of 0 and 13 and/or up to age 18 if the child has been diagnosed with additional needs. To count as newborn and infant care, the child has to be 0 to 18 months.

1. Applicant information – only this section can be fill out by applicant

	Applicant response
Legal name (first, middle, last, suffix)	
Mailing address	
City, state/province, postal code, country	
Email	
Phone	

2. Reference information – this section must be fill out by employer

	Reference response
Legal name (first, middle, last, suffix)	
Relationship to applicant	
Organization name, if applicable	
Address	
City, state/province, postal code, country	
Email	
Phone	

3. Employment information – this section must be fill out by employer

	Reference response
Employee job title	
Dates of employment	
Total or estimate hours of paid work	
Setting (home, daycare, school, etc)	
Number of children in employees care	
Ages of children in employees care	
Employee duties	

4. Professional assessment – this section must be fill out by employer

Briefly describe your overall impression of this applicant and your experience with them as a childcare provider.

5. Acknowledgments and Electronic Signature

The US Nanny Association uses this form to assess the applicant's eligibility for certification against its published requirements. The form is retained with the applicant's file under restricted access and is not provided to other employers, agencies or families. Have questions? Contact us at info@usnanny.org

I certify that the factual information I have provided above is true and correct to the best of my knowledge and that the assessment I have given is my honest opinion. The US Nanny Association may contact me to clarify or confirm the information on this form, and I agree to be contacted for that purpose.

Signature field	Entry
Reference legal name	
Reference signature	/____/_____
Date (MM/DD/YYYY)	