



Early Head Start & Head Start Classroom Intern Documentation Requirements

Anyone completing an internship in an Early Head Start or Head Start classroom must have the following documents on file before they begin. These are requirements set by the Arizona Dept. of Health Services-Child Care Licensing Division and/or the Office of Head Start or the Maricopa County Head Start Zero-Five Program.

1. A total of 4 references –
 - (1) Written personal reference letter
 - (1) Written professional reference letter,
 - (1) Personal reference (to be reached by phone)
 - (1) Professional reference (to be reached by phone)
2. An Arizona DPS Fingerprint Clearance Card.
3. A copy of a recent negative Tuberculosis test (TB skin test) taken within the last year. TB tests can also be obtained by private physicians, ASU Student Health, or local medical clinics such as Concentra, Community Wellness, etc.
4. A copy of one of the following: High School diploma, GED, college transcripts (unofficial are OK).
5. A food handler's card issued by the Maricopa County Environmental Services Department. For study guide, testing locations and hours and more please see:
<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/FoodWorker/TestSchedule.aspx>

Interns must also meet with the Volunteer Coordinator and submit materials before beginning in the classroom with children.

For more information or questions, please contact the Volunteer Coordinator:

Lindsey James
Community Outreach & Volunteer Coordinator
Maricopa County Head Start Zero-Five Program
2150-1 S. Country Club Dr. Suite 7
Mesa, AZ 85210
(480) 464-9669 ext. 295
Fax: (480) 655-1154
jamesl@mail.maricopa.gov