

ODE/ODJFS Minimum Rule Requirements - Used for Individuals to Meet Ratio or Left Alone With A Child July 2023

ODE Preschool Rule Chapter 3301-37-04 Requirements (Birth - Age 5 Not In Kindergarten) OELSR.Licensing@education.ohio.gov	DOCUMENTATION	ODJFS Child Care Center Chapter 5101:02-12 Requirements childcarepolicy@jfs.ohio.gov or call ODJFS help desk 1-877-302-2347
If a graduate of a two-year vocational childcare training program approved by the State, may be less than 18 years of age. <i>If an individual has a current license, certificate, or a permit issued by the Ohio Department of Education Office of Educator licensing, it can be used as documentation that the person is 18 years old.</i>	AGE	Evidence of being at least eighteen years of age, or a high school graduate who is at least sixteen years of age. Evidence of being at least sixteen years of age and a high school junior in an early childhood career path (on or after the start of high school junior year), permitted in ratio.
A high school diploma, high school equivalency or applicable certification/licensure. <i>If an individual has a current license, certificate, or a permit issued by the Ohio Department of Education Office of Educator licensing, it can be used as documentation they have a high school diploma.</i>	EDUCATION VERIFICATION	Verification of a high school education or equivalent as documented in rule 5101:2-12-08, Appendix B. If a high school junior or senior child care staff member: Verification of high school grade level as well as verification of enrollment in an early childhood education/child development career technical program, a Child Development Associate (CDA) training program, a college credit program with early childhood education/child development focus or an achieved a CDA credential.
ODE Online orientation training completed within 30 calendar days of staff members' start date. Course ST10108249 in the Ohio Professional Registry. <i>If an individual is also associated with an ODJFS licensed program, completion of the ODJFS orientation will be accepted for ODE if they write and sign a statement that attests, they have also reviewed the ODE rules (Chapter 3301-37 of the Administrative Code)</i>	ORIENTATION TRAINING	ODJFS required orientation training in the Ohio Professional Registry (OPR) completed within 30 calendar days of employment. Course ST123905 in the Ohio Professional Registry.
Non-guilty non-conviction form	NON- CONVICTION FORM	The JFS 01328 "Statement of Nonconviction for Child Care" has been obsoleted. It is now a part of the in-system Background Check Request process in the OPR.
BCI updated every 5 years. <i>If an individual has a current license, certificate, or a permit issued by the Ohio Department of Education they do not need to update their BCI check if they continuously reside in Ohio.</i>	BCI	BCI updated every 5 years* as part of the Background Check in the OPR. *If the individual has not been employed by a licensed center, family child care home, approved day camp, ODE PFCC preschool or SA program in the previous 180 consecutive days, a new Background Check is required.
FBI updated every 5 years Programs with ODJFS provider agreements and Head Start programs must also have a current JFS 01176 form on file. Instructions for processing background checks <i>Background checks using the ODJFS reason code 5104.013 along with checks in the Statewide Automated Child Welfare Information System (SACWIS), National Sex Offender Registry and State Sex Offender checks are part of the ODJFS background check process.</i> <i>Head Start programs include programs that receive Head Start funding as a grantee, delegate, partnership, or collaboration.</i>	FBI	FBI updated every 5 years* as part of the Background Check in the OPR. *If the individual has not been employed by a licensed center, family child care home, approved day camp, ODE PFCC preschool or SA program in the previous 180 consecutive days, a new Background Check is required. Only staff members with a finalized eligibility JFS 01176 form on file at the center or in the OPR may be left alone with children. Individuals with Preliminary approval and high school juniors shall not be left alone with children and must always be supervised by a staff member with a finalized eligibility JFS 01176 form.

<p>A medical statement signed by a physician, licensed physician assistant, advanced practice registered nurse, or certified nurse practitioner. If applicable a Tuberculosis test and follow-up documentation must also be on file. (Ohio Revised Code 3301.531)</p> <p><i>The ODJFS staff medical form is acceptable but not required</i></p>	<p>MEDICAL STATEMENT</p>	<p>A medical statement signed by a licensed physician, licensed physician assistant, advanced practice registered nurse, certified nurse midwife or certified nurse practitioner.</p> <p>Written documentation on file of current immunization against tetanus, diphtheria and pertussis (Tdap) from a licensed physician, physician's assistant, advanced practice registered nurse, certified nurse midwife, certified nurse practitioner or licensed pharmacist.</p> <p>If applicable, a Tuberculosis test and follow-up documentation must also be on file. (Ohio Revised Code 5104.037)</p> <p>The JFS 01296 sample form can be used to meet this requirement.</p>
<p>Annual in-service hours required are based on the individual's education level and time scheduled in the classroom</p>	<p>IN-SERVICE HOURS</p>	<p>Complete a minimum of six clock hours of training annually each fiscal year. This includes substitute child care staff members who are used by the center more than ninety days annually between July 1st and June 30th.</p>
<p>Documentation of current age and developmentally appropriate first aid and CPR completed within the first ninety days of hire.</p> <p><i>Until all required individuals are current in the trainings, at a minimum, the center is to have at least one trained staff member on-site (in each building) during all hours of operation who meets this requirement.</i></p>	<p>FIRST AID CPR</p>	<p>Documentation of current age appropriate and developmentally appropriate first aid and CPR training completed within the first ninety days of hire.</p> <p><i>Until all required individuals are current in the trainings, at a minimum, the center is to have at least one trained staff member on-site (in each building) during all hours of operation who meets this requirement.</i></p>
<p>If the individual is used to meet the onsite coverage requirement, documentation of current communicable disease and child abuse recognition and prevention training.</p>	<p>COMMUNICABLE DISEASE</p> <p>CHILD ABUSE & NEGLECT RECOGNITION AND PREVENTION</p>	<p>Documentation of current communicable disease training if the individual is used to meet the onsite coverage requirement.</p> <p>Documentation of current child abuse and neglect recognition and prevention training completed within the first sixty days of hire.</p> <p><i>Until all required individuals are current in the trainings, at a minimum, the center is to have at least one trained staff member on-site (in each building) during all hours of operation who meets this requirement.</i></p>
<p>Medication administration training pursuant to Section 3313.713 of the Ohio Revised Code if the individual administers medication.</p>	<p>MEDICATION ADMINISTRATION</p>	<p>Health Care Plan or Medication Administration training specific to each individual child if the child care staff member administers medication or is trained to perform a medical procedure.</p>
<p>Fire/tornado procedures are verified by licensing specialist. Detailed emergency procedures are reviewed by the Ohio School Safety Center.</p>	<p>SAFETY PLAN</p>	<p>Documentation of training on the center's disaster plan, updated annually.</p>
<p>An OPR profile must be created in order to complete the required orientation referenced above.</p>	<p>EMPLOYMENT RECORD OPR</p>	<p>The child care staff member is to create an employment record in the OPR on or before the first date of employment, including date of hire. Individual profiles are to be updated within five calendar days of a change (contact information, change in positions or roles and related dates.)</p>
<p>Transportation policies must be followed.</p>	<p>TRANSPORTATION</p>	<p>If a driver for the center, the individual must be at least eighteen years old, hold a currently valid driver's license, complete transportation training in the OPR and follow all requirements outlined in rule 5101:2-12-14 paragraph (C).</p>

ODE Revised rules requirement for substitutes that must be on file day one:

- (1) A medical statement [Updated sample form with TB screening](#)
- (2) Evidence of criminal record checks and five-year updates as follows:
 - (a) Evidence that meets the requirements as prescribed in section [3301.541](#) rehabilitation criteria per [3301-20-01](#) and [3301-20-03](#) if applicable and
 - (b) Programs with an ODJFS contract for publicly funded childcare and head start programs must complete this [ODJFS Background check instructions](#)
- (3) An appropriate substitute license as prescribed in section [3319.226](#) of the Revised Code.
- (4) If listed on an IEP for providing services for children with disabilities evidence they are qualified personnel as required in rule [3301-51-11](#)
- (5) A signed [Non Guilty/ Non Conviction](#) form updated annually.

Within 30 days of the 1st day in preschool the [ODE Orientation Training](#) must be completed (Individuals must create an OPR account to access training)

Within 90 days of the first day in preschool; First aid and CPR trainings should be completed (**NOTE:** Until FA/CPR training is completed, at least one staff member with FA/CPR training must be onsite during operating hours)

ODE has a [Staff Documentation Verification Form](#) in which HR could sign off on and keep in the staff file (which needs to be onsite) for items #1-4 listed above.

Additional clarification [Frequently Asked Questions 2021-22](#)

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