Lakeland Community College
Early Childhood Education Departmental Policy
State Requirements for Child Care

Lakeland Community College complies with Chapter 5101:2-12 of the Ohio Administrative Code and the Bureau of Child Care Licensing and Monitoring – ODJFS requirements (subject to change)

- Students enrolling in Early Childhood Education coursework with less than 10 hours of fieldwork may not need to complete the background check. However, any student planning to complete the program and earn an Associate of Applied Studies Degree for Early Childhood Education must meet all State requirements prior to enrollment in *EDUC 2180 Practicum in the Educational Setting*. **It is the student's responsibility to be aware of the current State Background Check Requirements for Child Care found at Ohio Department of Jobs and Family Services website to determine whether or not they comply and will be eligible to complete the degree coursework requirements.**

- Please note that during this process, students will be required to submit fingerprints and participate in a BCI Background Check. If a conviction is deemed prohibitive, student will not be able to stay enrolled in any course requiring fieldwork, obtain an Associate of Applied Studies Degree for Early Childhood Education, or obtain State licensure. Please refer to Ohio Department of Jobs and Family Services for more information. (https://jfs.ohio.gov/cdc/docs/ProhibitiveConvictionsOct2017.stm)

- Registering for an Ohio Professional Identification Number (OPIN) in the Ohio Professional Registry (OPR) by accessing the Ohio Child Care Resource and Referral Association (OCCRRA) website at occrra.org.

- Students must provide documentation from OPR evidencing compliance of all State requirements for Child Care including the following:

(1) Complete BCI and FBI background checks (if applicable) [This must be done every 5 years] http://jfs.ohio.gov/cdc/Background_Check_Process.stm
(2) Submit a request for a background check electronically in the OPR [This must be done every 5 years]
(3) Receive JFS 01176 "Program Notification of Background Check Review for Child Care" [This must be received every 5 years]
(4) Employee Medical (Sample form JFS 01296 may be used) [Must have been completed in the past twelve months for new hires]
(5) HS diploma and verification of at least 18 years of age or -JVS 2nd year or -senior and enrolled in child development for college credit or -college transcript [OAC Rule 5101:2-12-08]
(6) Completion of Staff Orientation training [within 30 days of hire, verified in OPR]

I,_____, hereby have read and understand that I must provide the above stated evidence before being admitted into Lakeland Community College's Early Childhood Education *EDUC 2180 Practicum in the Educational Setting*. Additionally, if at any time during my enrollment in any Early Childhood Education course, I am convicted of any offense or offenses listed under the Ohio Administrative Code (OAC) rules 5101:2-12-09 I will notify the Program Director of the Early Childhood Education Department immediately. Should a prior conviction prohibit me from entering the program, I will be held to the College's policy regarding "Withdrawal from Classes."

_____ _____
Student signature Date

_____ _____
Witness Date

NOTE: Upon request by field site personnel, students may need to produce a copy of fingerprint results prior to admission into the classroom. Therefore, it is recommended that students carry a copy with them to field sites.