

Rule #02**Appendix A: Required Documents for an “Application for Licensure or Certification”**

The following documents shall be completed and submitted to the county department of job and family services (CDJFS):

1. JFS 01643 “Application for Licensed Type B Home and Certified In-Home Aide.”
2. JFS 01280 “Medical Statement for Type B Home and In-Home Aide Child Care Providers” in accordance with rule 5101:2-14-06 of the Administrative Code.
3. JFS 01329 “Statement of Nonconviction for Type B Home and In-Home Aides” for the applicant, emergency caregiver, substitute caregiver and each person age 18 or older residing in the type B home.
4. JFS 01923 “Emergency/Substitute Caregiver Statement for Type B Home Provider.”
5. JFS 01302 “Request for Child Abuse and Neglect Report Information.”
6. Completed results of the bureau of criminal identification and investigation (BCII) and federal bureau of investigation (FBI) criminal records check for applicant and all residents of the home in accordance with rule 5101:2-14-07 of the Administrative Code.
7. Verification of completion of a high school education, a high school diploma or general educational development (GED), as required in 5101:2-14-06 of the Administrative Code.
8. Verification of completion of the Health and Safety Training as required by rule 5101:2-14-08 of the Administrative Code and a signed and completed JFS 01924 “Inservice Training for Type B Home and In-Home Aide Child Care Providers.”
9. Verification of the applicant’s current certification in first aid and cardiopulmonary resuscitation (CPR) as required by rule 5101:2-14-08 of the Administrative Code.