

Appendix A to Rule 5101:2-12-02

Required Documents During the Application Process

The following documents shall be submitted at the time of application for a licensed child care center:

1. Certificate of occupancy issued either by the Ohio department of commerce or local certified building authority.
2. Name of administrator and documentation that they meet the qualifications as outlined in rule 5101:2-12-07 of the Administrative Code.
3. JFS 00598 "Owner's Authorized Representative/Partnership Form for Child Care" (rev. 10/2015).
4. Articles of incorporation, if applicable.
5. JFS 01250 "Plan of Operation for Child Care" (rev. 12/2016) and any necessary attachments.
6. Fire inspection approval by the state fire marshal or local fire safety inspector.
7. JFS 01328 "Statement of Nonconviction for Child Care" (rev. 12/2016) for the owner(s) and administrator.
8. Valid food service operation license, permitting the preparation and serving of food, or exemption status, from the local health department having jurisdiction or from the Ohio department of health.
9. Written information for parents and employees as required in rule 5101:2-12-07.

Note: The bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) shall be requested at time of application in accordance with rule 5101:2-12-09 of the Administrative Code. A license will not be issued until after the results have been received and reviewed.