



## Ohio Administrative Code

### Rule 5101:2-12-10 Training and professional development requirements for a licensed child care center.

Effective: October 29, 2017

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(A) What are the health training requirements for a child care center?

(1) A center shall have at least one child care staff member on-site (in each building) during all hours of operation who is currently trained in the following (more than one person may be used to meet the requirements of this paragraph):

(a) First aid.

(b) Cardiopulmonary resuscitation (CPR) appropriate for all age groups that the center is licensed to serve.

(c) Management of communicable disease.

(d) Child abuse recognition and prevention six-hour training.

(2) Every administrator, child care staff member, including substitutes, shall be current with the ODJFS prescribed one-hour child abuse overview which is valid for two years, unless the child care staff member is current with the six-hour training or three-hour refresher course in paragraph (A)(1)(d) of this rule. This shall be taken within the first sixty days of hire.

(3) Trainings shall meet course and trainer requirements in appendix A to this rule.

(4) Audiovisual or electronic media training shall not be used to meet the CPR training requirement pursuant to paragraph (A)(1)(b) of this rule unless there is also an in-person component of the training.

(B) What are the ongoing professional development training requirements for the administrator and child care staff members?



(1) Complete a minimum of six clock hours of training annually each fiscal year. The fiscal year is defined as July first through June thirtieth.

(a) Training topics include those listed in appendix B to this rule.

(b) Health trainings taken pursuant to paragraph (A) of this rule may not be used to meet the professional development training requirements.

(c) Audiovisual or electronic media training may be used to meet the required six hours of annual training.

(2) Child care staff members hired between January first and June thirtieth of each year are not required to complete the professional development requirements until the following fiscal year.

(3) A person designated and employed as a substitute child care staff member is not required to meet the professional development requirements.

(C) What verification is needed on file at the center to document the completed training?

(1) The health trainings shall be documented by one of the following:

(a) Verification from the Ohio professional registry (OPR).

(b) The JFS 01276 "Health Training Documentation for Child Care" (12/2016).

(c) Training cards issued by organizations approved by the ODJFS for first aid, CPR or prevention, recognition and management of communicable disease,

(2) The on-going professional development shall be documented by one of the following:

(a) Verification from the OPR.



- (b) Transcript of completion of college courses from an accredited university, college, or technical college.
  - (i) One quarter credit hour equals ten clock hours of training.
  - (ii) One semester credit hour equals fifteen clock hours of training.
  - (c) The JFS 01307 "Professional Development Documentation for Child Care" (rev. 12/2016).
  - (d) Certificates indicating continuing education units (CEU). One CEU equals ten clock hours of training.
  - (e) Certificates issued by Ohio child welfare training centers.
- (3) A child care center administrator or owner shall, within five business days, provide current staff with copies of their training documentation upon request or upon separation from employment for any records not verified in the OPR.