



Ohio Administrative Code

Rule 5180:2-12-07 Administrator responsibilities, requirements and qualifications for a licensed child care center.

Effective: July 1, 2026

(A) What are the requirements to be an administrator in a licensed child care center?

- (1) Be named on the child care center license.
- (2) Written documentation verifying the administrator's qualifications is to be kept on file at the center or verified documentation is available for review in the Ohio professional registry (OPR). Administrators are to meet the education requirements detailed in appendix A to this rule.
- (3) A person named as administrator, who was promoted from within, and who does not meet the requirements of appendix A to this rule within one year of being named as administrator, is to no longer serve as the administrator. The person also is not to be named administrator at another location until the administrator qualifications have been met.
- (4) The administrator is to complete a rules review course provided by the Ohio department of children and youth (DCY).
 - (a) Administrators are to complete the rules review course within six months of the date of their appointment.
 - (b) Administrators are to complete a rules review refresher course every five years thereafter.
 - (c) Verification of completion of each rules review course is to be documented in the OPR.
- (5) The administrator is to complete the staff orientation training as prescribed by DCY within thirty days of being named administrator at the center or the administrator has documentation of completion of the child care center staff orientation or child care center pre-licensing training after December 31, 2016.

(B) What are the responsibilities of the administrator in a licensed child care center?

The administrator is to:

- (1) Be responsible for the daily operation of the child care center and for maintaining compliance with Chapter 5104. of the Revised Code and Chapter 5180:2-12 of the Administrative Code. Administrator duties may be shared with other employees at the center, if applicable, but the responsibility for the daily operation remains with the center administrator.
- (2) Be on-site a minimum of one-half of the hours that the child care center is in operation during the week, or forty hours per week, whichever is less. If



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there is more than one administrator, at least one administrator is to meet this requirement.

- (3) For child care centers that are in operation on the weekends and/or evenings/overnights, as well as during the week, be on-site at the center at least twenty hours per week during the hours of six a.m. to seven p.m., Monday through Friday. If there is more than one administrator, at least one is to meet this requirement.
- (4) Be responsible for the creation, maintenance and implementation of the policies and procedures detailed in appendix B to this rule. Nothing in these policies shall conflict with Chapter 5104. of the Revised Code or Chapter 5180:2-12 of the Administrative Code, and if applicable, Chapter 5180:2-16, 5180:6-1, or 5180:2-17 of the Administrative Code. A copy of these policies and procedures is to be available on-site at the center.
- (5) Provide the parent and all employees with the policies and procedures in appendix B to this rule.
- (6) Provide a copy of appendix C to this rule to the parents of the children enrolled in the center.
- (7) Ensure that all employees are current in required trainings in accordance with rule 5180:2-12-10 of the Administrative Code, including but not limited to, ensuring building coverage for child care staff members trained in health and safety. At a minimum, the center is to have at least one trained child care staff member on-site (in each building) during all hours of operation who meets health and safety training requirements.
- (8) Cooperate with other government agencies as necessary to maintain compliance with Chapter 5180:2-12 of the Administrative Code.

(C) What are the OPR and documentation responsibilities for administrators in a licensed child care center?

All administrators are to:

- (1) Create or update their individual profile in the OPR.
- (2) Create or update the center's organization dashboard in the OPR for each child care center in which they are employed as administrator.
- (3) Ensure that all employees and child care staff members complete the following in the OPR:



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- (a) Create or update their individual profile in the OPR.
 - (b) Create an employment record in the OPR for the center on or before their first day of employment, including date of hire.
 - (c) Update changes to positions or roles in the OPR within ten business days of a change.
 - (4) Update the center's organization dashboard in the OPR within ten business days of a change for employees and child care staff members of the program, including:
 - (a) Scheduled days and hours.
 - (b) Group assignments, if applicable.
 - (c) The end date of employment.
 - (5) Maintain records for each current employee and child care staff member as required in Chapter 5180:2-12 of the Administrative Code on file in the center, if not yet verified in the OPR.
 - (a) Make employment records available upon request by DCY for at least three years after each person's departure, if not verified in the OPR.
 - (b) Keep employment records confidential except when made available to DCY for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5180:2-12 of the Administrative Code.
- (D) What if an administrator is not on the premises?
- (1) A child care staff member is to be designated as the person in charge and be on the premises, known as the administrator's designee.
 - (2) The designee does not have to meet the educational requirements of an administrator nor be named on the license.
 - (3) The designee is to handle all emergencies and have access to all records required by Chapter 5180:2-12 of the Administrative Code.