



Ohio Administrative Code

Rule 5180:2-14-02 Application and approval for certification as an in-home aide.

Effective: July 1, 2026

(A) What is the application process to become a certified in-home aide (IHA)?

A resident of Ohio who wishes to become an IHA in order to provide publicly funded child care (PFCC) is to:

- (1) Be at least eighteen years old.
- (2) Complete a professional registry profile for the IHA applicant through the Ohio professional registry (OPR).
- (3) Register online through the OPR and complete the required pre-certification training for an IHA. The pre-certification training is to have been taken within the two years prior to the application to become an IHA.
- (4) Complete and submit an application online in the Ohio statewide licensing system.
 - (a) An application is not complete until the applicant has provided the following to the Ohio department of children and youth (DCY):
 - (i) A completed DCY 01642 "In-Home Aide Assurances" by the parent and applicant.
 - (ii) Verification of completion of a high school education, a high school diploma or Ohio high school equivalence diploma in accordance with the guidelines in appendix A to this rule.
 - (iii) Documentation of immunizations or exemptions listed in paragraph (B) of this rule pursuant to section 5104.019 of the Revised Code.
 - (b) Any application submitted without complete and accurate information will need to be amended with complete and accurate information before being certified.
 - (c) The application will be deleted if the IHA is not ready to be certified after twelve months.
 - (d) The IHA is to comply with a pre-certification inspection.
- (5) Submit the PFCC provider information in the Ohio statewide licensing system, including signing a provider agreement.

(B) What are the immunization record requirements for an IHA?



5180:2-14-02

2

If not previously submitted to DCY, maintain the following documentation on-site at the home within thirty days from the date of certification as an IHA.

- (1) Written evidence of immunization against measles, mumps and rubella (MMR), except that for persons born on or before December 31, 1956, a history of measles or mumps disease may be substituted for the vaccine. A history of rubella disease is not to be substituted for rubella vaccine. Only a laboratory test demonstrating detectable rubella antibodies will be accepted in lieu of rubella vaccine.
- (2) Written evidence of immunization against tetanus, diphtheria and pertussis (Tdap) from a licensed physician as defined in Chapter 4731. of the Revised Code, physician assistant (PA), advanced practice registered nurse (APRN) or licensed pharmacist.
- (3) A written or electronic statement of immunization exemption for religious or medical reasons.
 - (a) If the exemption is for religious reasons, written or electronic documentation may be signed by the individual.
 - (b) If the exemption is for medical reasons, written or electronic documentation is to be signed by a licensed physician, PA, APRN or licensed pharmacist.

(C) What is a valid IHA certificate?

- (1) A certificate identifies a provider as the IHA for one location.
- (2) A certificate has both the IHA's and child's home addresses.
- (3) A certificate designates the maximum number of children in care, including the IHA's own children.
- (4) A certificate contains an effective date and is continuous, unless one of the following occurs:
 - (a) The parent moves to a new address.
 - (b) The IHA notifies the county agency in the Ohio statewide licensing system of their voluntary withdrawal from certification.
 - (c) The certificate is revoked pursuant to rule 5180:2-14-14 of the Administrative Code.



5180:2-14-02

3

(d) When the parent is no longer eligible for PFCC, the IHA certification for this location will close.

(D) What are the responsibilities of a certified IHA?

The IHA is to:

- (1) Have the certificate on file in the child's home at all times.
- (2) Comply with at least one unannounced inspection each state fiscal year, beginning the next state fiscal year after the certificate was issued.
- (3) Keep the following information current in the Ohio statewide licensing system:
 - (a) Mailing address.
 - (b) Telephone number.
 - (c) Email address.
 - (d) Scheduled days and hours.
- (4) Keep the following information current in the OPR:
 - (a) Individual profile, including an employment record for the IHA.
 - (b) Organization dashboard.
 - (c) Scheduled days and hours.
- (5) Provide parents with information on any formal screenings and formal and informal assessments completed by the IHA.
- (6) Cooperate with other government agencies as necessary to maintain compliance with Chapter 5180:2-14 of the Administrative Code.
- (7) Update the Ohio statewide licensing system by the next business day if the IHA discontinues caring for children, so that the county is notified.
- (8) Not use or disclose any information concerning the family receiving PFCC to anyone other than the county agency or DCY, except upon written consent of the parent.

(E) What if a certified IHA wants to become certified at a second location?



5180:2-14-02

4

- (1) Complete and submit an initial application online in the Ohio statewide licensing system.
- (2) Provide documentation as outlined in paragraph (A)(4)(a) of this rule.
- (3) Complete the pre-certification training unless it has been taken within the two years prior to the application for the second location.
- (4) Comply with an inspection.

(F) What are the requirements if the parent and child move to a new address?

- (1) The IHA is to notify the county agency at least ten days prior to the parent moving to a new address.
- (2) The IHA is to submit the parent and child's new address in the Ohio statewide licensing system.
- (3) The IHA and family comply with an inspection of the new location.
- (4) Upon completion of a new inspection, the county agency is to issue a new certificate for the new address.

(G) Is an IHA an employee of the county agency or DCY?

An individual who receives an IHA certificate to provide PFCC services to a child in their own home is an independent contractor and is not an employee of the county agency that issued the certificate or DCY pursuant to Chapters 5104.12 and 5104.019 of the Revised Code.

(H) What are the IHA responsibilities for addressing non-compliances found during an inspection?

The IHA is to complete and submit a corrective action plan in the Ohio statewide licensing system addressing the non-compliances detailed in the inspection report within the time frame requested in the inspection report.

(I) What if the IHA disagrees with the county's findings?

If a county agency proposes any of the following adverse actions pursuant to Chapter 5180:2-14, 5180:2-16 or 5180:6-1 of the Administrative Code, the IHA may submit a written request for a county review to the county agency no later than ten business days after the mailing date of the county agency's notification:

- (1) Denial of an application for certification.



5180:2-14-02

5

- (2) A decision made on an inspection or complaint investigation.
- (3) Proposal to revoke a certificate.