

Required Documents During the Application Process

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

- Documentation of building approval issued pursuant to rule 5101:2-12-04 of the Administrative Code. Note: A license will not be issued without the Certificate of occupancy issued pursuant to rule 5101:2-12-04 of the Administrative Code.
- Name of administrator and documentation that they meet the qualifications as outlined in rule 5101:2-12-07 of the Administrative Code.
- Articles of incorporation, if applicable.
- JFS 01250 "Plan of Operation for Child Care" and any necessary attachments.
- Fire inspection approval issued pursuant to rule 5101:2-12-04 of the Administrative Code.
- Valid food service operation license, exemption status, and/or food processing establishment registration with the Ohio department of agriculture (ODA) issued pursuant to rule 5101:2-12-04 of the Administrative Code.
- Written information for parents and employees as required in rule 5101:2-12-07 of the Administrative Code.
- Written disaster plan for the center as required in rule 5101:2-12-16 of the Administrative Code.

Note: Requests for background checks in the Ohio Professional Registry (OPR) and fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) are to be submitted at the time of application in accordance with rule 5101:2-12-09 of the Administrative Code.