



Judith Herb College of Education Professional Packet

Name _____

Verified By: _____ Date _____

A professional packet is required by the State of Ohio if you are to interact with young children in a child care center. Bring all of the documents to the Office of Student Services (Gillham Hall 3100) for final approval and verification by the field coordinators.

The following items are to be included in the professional packet:

_____ A copy of your high school diploma or high school transcripts with the graduation date posted. (This is necessary to verify a minimum educational standard for child care personnel.)

_____ Valid Ohio Background Check with results of electronic fingerprinting from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) stating you are free of any convictions.

_____ Valid FBI Background Check stating you are free of any convictions

_____ Three written references by persons not related to you on the Child Care Employee Reference

_____ *Medical Statement for Child Care Centers and Type A Homes form* completed by a physician

_____ *Signed Statement of Non-Conviction* by the Field Office

After your professional packet is approved, the original and a copy will be given back to you. Keep the original for your own files, and give the copy to the director at the placement site during your first visit. Questions please call the field office secretary at 419-530-2906.

Ohio Department of Job and Family Services
CHILD CARE EMPLOYEE REFERENCE
FOR CHILD CARE CENTER AND TYPE A HOMES

To Be Completed by the Employer			
Name of Applicant		Position Applied For	
Employer Signature			
Print Employer Name			
Name of Center			
Street Address			
City	State	Zip Code	Telephone Number

Please note, references must be from persons not related to the employee.

To Be Completed By Person Giving Reference			
Applicants for employment in a child care center or Type A Home must provide their employer with three references which attest to the applicants suitability for employment in a center or Type A Home. These references must be on file before the first day of employment (Rule 5101: 2-12-25 and 5101: 2-13-25 of the OAC). The person applying for the position above has given us your name as a reference on their application for employment with our facility. Please complete and return this form to me at my address above as soon as possible. All information received will be kept confidential.			
1. How long have you known the applicant?			
2. What is the nature of your association with the applicant? (friend, employee, neighbor, relative, etc?)			
3. In your opinion, is this person suitable for work in a child care facility or Type A Home? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. To the best of your knowledge, has the applicant ever been dismissed or asked to resign from a position because of inability to carry out work responsibilities in a child care center? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any crimes of violence or had a child removed from their home as described in Section 2151.353 of the Ohio Revised Code? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Additional comments:			
Print Name			
Street Address			
City	State	Zip Code	Telephone Number
Signature			Date

For References Completed By Telephone	
Who completed the form?	
Signature	Date

This is a sample form provided by ODJFS which may be used by centers and Type A Homes to meet the requirements of the rules listed above.

Ohio Department of Job and Family Services
CHILD CARE EMPLOYEE REFERENCE
FOR CHILD CARE CENTER AND TYPE A HOMES

To Be Completed by the Employer			
Name of Applicant	Position Applied For		
Employer Signature			
Print Employer Name			
Name of Center			
Street Address			
City	State	Zip Code	Telephone Number

Please note, references must be from persons not related to the employee.

To Be Completed By Person Giving Reference			
<p>Applicants for employment in a child care center or Type A Home must provide their employer with three references which attest to the applicants suitability for employment in a center or Type A Home. These references must be on file before the first day of employment (Rule 5101: 2-12-25 and 5101: 2-13-25 of the OAC). The person applying for the position above has given us your name as a reference on their application for employment with our facility. Please complete and return this form to me at my address above as soon as possible. All information received will be kept confidential.</p>			
1. How long have you known the applicant?			
2. What is the nature of your association with the applicant? (friend, employee, neighbor, relative, etc?)			
3. In your opinion, is this person suitable for work in a child care facility or Type A Home? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. To the best of your knowledge, has the applicant ever been dismissed or asked to resign from a position because of inability to carry out work responsibilities in a child care center? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any crimes of violence or had a child removed from their home as described in Section 2151.353 of the Ohio Revised Code? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Additional comments:			
Print Name			
Street Address			
City	State	Zip Code	Telephone Number
Signature			Date

For References Completed By Telephone	
Who completed the form?	
Signature	Date

This is a sample form provided by ODJFS which may be used by centers and Type A Homes to meet the requirements of the rules listed above.

Ohio Department of Job and Family Services
CHILD CARE EMPLOYEE REFERENCE
FOR CHILD CARE CENTER AND TYPE A HOMES

To Be Completed by the Employer			
Name of Applicant	Position Applied For		
Employer Signature			
Print Employer Name			
Name of Center			
Street Address			
City	State	Zip Code	Telephone Number

Please note, references must be from persons not related to the employee.

To Be Completed By Person Giving Reference			
<p>Applicants for employment in a child care center or Type A Home must provide their employer with three references which attest to the applicants suitability for employment in a center or Type A Home. These references must be on file before the first day of employment (Rule 5101: 2-12-25 and 5101: 2-13-25 of the OAC). The person applying for the position above has given us your name as a reference on their application for employment with our facility. Please complete and return this form to me at my address above as soon as possible. All information received will be kept confidential.</p>			
1. How long have you known the applicant?			
2. What is the nature of your association with the applicant? (friend, employee, neighbor, relative, etc?)			
3. In your opinion, is this person suitable for work in a child care facility or Type A Home? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. To the best of your knowledge, has the applicant ever been dismissed or asked to resign from a position because of inability to carry out work responsibilities in a child care center? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any crimes of violence or had a child removed from their home as described in Section 2151.353 of the Ohio Revised Code? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Additional comments:			
Print Name			
Street Address			
City	State	Zip Code	Telephone Number
Signature			Date

For References Completed By Telephone	
Who completed the form?	
Signature	Date

This is a sample form provided by ODJFS which may be used by centers and Type A Homes to meet the requirements of the rules listed above.

Ohio Department of Job and Family Services
EMPLOYEE MEDICAL STATEMENT
FOR CHILD CARE CENTERS AND TYPE A HOMES

The completion of this form is required by Ohio Administrative Code rules 5101:2-12-25 and 5101:2-13-25 that govern the licensing of child care centers and type A homes.

Name of Employee	
Home Address	
First Day of Employment	

My signature below certifies that I examined the above-named person who is found to be:

1. Free of communicable tuberculosis
2. Physically fit for employment in a facility caring for children
3. Immunized against Diphtheria/Tetanus/Pertussis (Tdap) and Measles, Mumps and Rubella (MMR)

Name of Physician or Certified Nurse Practitioner (Please print)	
Street Address:	
City, State, Zip	Phone Number

Signature of Physician or Certified Nurse Practitioner	Date of Examination
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- This employee may be required to be immunized according to the Occupational Safety and Health Enforcement and Administration (OHSEA) requirements regarding hepatitis B vaccinations. Child care employees are at risk of exposure as defined by OHSEA. Declination statements from employees declining the hepatitis B vaccinations and post exposure treatment plans are kept on file at child care facilities and are acceptable forms of compliance with the OHSEA regulations
- The employee may be exempt from the immunization requirements listed in #3 above, for medical reasons upon filing a written request from the physician or certified nurse practitioner.
- The employee may be exempt from the immunization requirements listed in #3 above, for religious reasons upon filing a written request with the child care facility.
- Employee medical examinations must be updated every three years.

STATEMENT OF NONCONVICTION FOR CHILD CARE CENTERS AND TYPE A HOMES

This statement must be signed upon hire and annually thereafter by every: individual owner, administrator, employee, second adult in a child care center or type A home and all persons 18 years of age and older who reside in a type A home. This statement must be kept on file at the center or home.			
Name <i>(please print or type)</i>			Date of Hire
<input type="checkbox"/>	I hereby attest that I have never been convicted of or pleaded guilty to crimes set forth in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code and that no child has been removed from my home as described in section 2151.353 of the Revised Code.		
Signature of Person Completing Form			Date
Street Address			
City	State	Zip Code	Telephone Number
<input type="checkbox"/>	I am unable to sign the statement above because I have had a child removed from my home as described in section 2151.353 of the Revised Code.		
<input type="checkbox"/>	I am unable to sign the statement above because I have been convicted of a crime included in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code.		
<input type="checkbox"/>	I have reviewed the rehabilitation requirements of rule 5101:2-12-26 or 5101:2-13-26 of the Administrative Code, and determined that the employee meets the rehabilitation requirements. I have attached the documents to verify how these requirements have been met.		
Administrator's Signature			Date

Note: Anyone who withholds information from, or falsifies information on this statement is guilty of falsification, a misdemeanor of the first degree. If the offender is an owner of a center or a licensee of a type A home, a type B home provider, or an in home aide, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license application or child care certification. If the offender is an employee of a center or type A home, or is a person eighteen years of age or older who resides in a type A or type B home or is an emergency or substitute caregiver, and if the owner or licensee had knowledge of, and acquiesced in the commission of the offense, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license application or child care certification.

Note: effective June 1, 2008 all civilian background checks must be submitted electronically through use of WebCheck or other approved methods. More information can be found at: www.webcheck.ag.state.oh.us.

▼ CENTERS AND TYPE A HOMES

The administrator is required to sign and date below verifying that fingerprints have been electronically submitted to the Ohio Bureau of Criminal Identification and Investigation (BCII), or mailed if electronic processing exemption criteria are met.	
A criminal records check for the above named individual was requested on <i>(date)</i> _____	
<input type="checkbox"/> Ohio BCII records check	<input type="checkbox"/> Federal Bureau of Investigation (FBI) records check <i>(please check)</i>
Signature of Administrator	Date

▼ TYPE A HOMES ONLY

The licensee of a type A home must sign the following statement: I hereby attest that no one who resides in my home and who is under eighteen years of age has been adjudicated a delinquent child for committing a violation of any offense listed in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code.	
Signature	Date

▼ TO BE SIGNED BY THE ADMINISTRATOR

I have reviewed the results of this persons criminal records check on the following dates: _____ Ohio BCII records check, _____ FBI records check. Section 109.572 (A) of the Revised Code requires the results of these records checks to be reviewed and approved by the administrator prior to the employee having sole responsibility for children.	
Signature of Administrator	Date

Prohibited Offenses

Homicide

- R.C. 2903.01 - Aggravated murder
- R.C. 2903.02 - Murder
- R.C. 2903.03 - Voluntary manslaughter
- R.C. 2903.04 - Involuntary manslaughter

Assault

- R.C. 2903.11 - Felonious assault
- R.C. 2903.12 - Aggravated assault
- R.C. 2903.13 - Assault
- R.C. 2903.16 - Failing to provide for a functionally impaired person

Menacing

- R.C. 2903.15 - Permitting child abuse
- R.C. 2903.21 - Aggravated menacing
- R.C. 2903.211 - Menacing by stalking
- R.C. 2903.22 - Menacing

Patient abuse and neglect

- R.C. 2903.34 - Patient abuse, neglect

Kidnapping and related issues

- R.C. 2905.01 - Kidnapping
- R.C. 2905.02 - Abduction
- R.C. 2905.04 - Child stealing (as this law existed prior to July 1, 1996)
- R.C. 2905.05 - Criminal child enticement

Sex offenses

- R.C. 2907.02 - Rape
- R.C. 2907.03 - Sexual battery
- R.C. 2907.04 - Unlawful sexual conduct with a minor
- R.C. 2907.05 - Gross sexual imposition
- R.C. 2907.06 - Sexual imposition
- R.C. 2907.07 - Importuning
- R.C. 2907.08 - Voyeurism
- R.C. 2907.09 - Public indecency
- R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)
- R.C. 2907.21 - Compelling prostitution
- R.C. 2907.22 - Promoting prostitution
- R.C. 2907.23 - Procuring
- R.C. 2907.25 - Prostitution
- R.C. 2907.31 - Disseminating matter harmful to juveniles
- R.C. 2907.32 - Pandering obscenity
- R.C. 2907.321 - Pandering obscenity involving a minor
- R.C. 2907.322 - Pandering sexually oriented matter involving a minor
- R.C. 2907.323 - Illegal use of a minor in nudity-oriented material or performance

Arson

- R.C. 2909.02 - Aggravated arson
- R.C. 2909.22 - Soliciting or providing support for act of terrorism
- R.C. 2909.23 - Making terroristic threat
- R.C. 2909.24 - Terrorism
- R.C. 2909.03 - Arson

Robbery and Burglary

- R.C. 2911.01 - Aggravated robbery
- R.C. 2911.02 - Robbery
- R.C. 2911.11 - Aggravated burglary
- R.C. 2911.12 - Burglary

Theft and Fraud

- R.C. 2913.02 - Theft; aggravated theft
- R.C. 2913.03 - Unauthorized use of a vehicle
- R.C. 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service
- R.C. 2923.02 - Attempt
- R.C. 2913.041 - Possession or sale of unauthorized cable television device
- R.C. 2913.33 - Making or using slugs
- R.C. 2913.05 - Telecommunications fraud
- R.C. 2913.06 - Unlawful use of telecommunications

- R.C. 2913.11 - Passing bad checks
- R.C. 2913.21 - Misuse of credit cards
- R.C. 2913.31 - Forgery; identification card
- R.C. 2913.32 - Criminal simulation
- R.C. 2913.40 - Medicaid fraud
- R.C. 2913.41 - Prima facie evidence of purpose to defraud
- R.C. 2913.42 - Tampering with records
- R.C. 2913.43 - Securing writings by deception
- R.C. 2913.44 - Personating an officer
- R.C. 2913.441 - Law Enforcement emblem display
- R.C. 2913.45 - Defrauding creditors
- R.C. 2913.46 - Illegal use of food stamps or WIC program benefits
- R.C. 2913.47 - Insurance fraud
- R.C. 2913.48 - Worker's compensation fraud
- R.C. 2913.49 - Identity fraud

Offenses against the family

- R.C. 2919.12 - Unlawful abortion
- R.C. 2919.22 - Endangering children
- R.C. 2919.23 - Interference with custody
- R.C. 2919.24 - Contributing to unruliness or delinquency of a child
- R.C. 2919.25 - Domestic violence

Offenses against justice and public administration

- R.C. 2921.11 - Perjury
- R.C. 2921.13 - Falsification

Weapons control

- R.C. 2923.12 - Carrying a concealed weapon
- R.C. 2923.13 - Having a weapon while under disability
- R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school
- R.C. 2923.01 - Conspiracy
- R.C. 2923.02 - Attempt, that relates to a crime specified in division 109.572 (A) (9)
- R.C. 2923.03 - Complicity, that relates to a crime specified in division 109.572 (A) (9)

Drug offenses

- R.C. 2925.02 - Corrupting another with drugs
- R.C. 2925.03 - Trafficking in drugs
- R.C. 2925.04 - Illegal manufacture of drugs or cultivation of marijuana
- R.C. 2925.05 - Funding of drug or marijuana trafficking
- R.C. 2925.06 - Illegal administration or distribution of anabolic steroids
- R.C. 2925.11 - Possession of drugs or marijuana that is not a minor drug possession offense in section R.C. 2925.01

Other

- R.C. 959.13 - Cruelty to animals
- R.C. 2905.11 - Extortion
- R.C. 3716.11 - Placing harmful objects in food or confection
- R.C. 2909.04 - Disrupting public services
- R.C. 2909.05 - Vandalism
- R.C. 2917.01 - Inciting to violence
- R.C. 2917.02 - Aggravated riot
- R.C. 2917.03 - Riot
- R.C. 2917.31 - Inducing panic
- R.C. 2921.03 - Intimidation
- R.C. 2921.34 - Escape
- R.C. 2921.35 - Aiding escape or resistance to authority
- R.C. 2927.12 - Ethnic intimidation
- R.C. 4511.19 - Operating vehicle under the influence of alcohol or drugs – OVI. (A second violation within five years of the date of application for licensure or employment.)

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.

Electronic Fingerprinting Information

The University of Toledo Judith Herb College of Education

Office of Student Services, 3100 Gillham Hall

2801 W. Bancroft St., Mail Stop #914, Toledo, Ohio 43606-3390

Phone 419-530-2906, Fax 419-530-7249

Judith Herb College of Education students must provide a current background check (less than one year old) from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) stating they are free of any convictions before beginning any PreK-12 field experience.

Local agencies that submit fingerprints electronically for Ohio BCI&I and FBI checks are:

UT Police Department

Room 1300 Transportation Center

Phone 419-530-4439

M-F 7am-3pm **by appointment only**

You must say you're a College of Education Student and bring a valid driver's license

Cost: Ohio BCI&I = call for amount, cash or check only

FBI = call for amount

Both Ohio BCI&I and FBI = call for amount

National Background Check

1750 Indian Wood Circle, Maumee 43537 (Inside Therma-Tru Door Bldg.)

Phone 877-932-2435 or www.fastfingerprints.com

M-F 9:30am-11:45am/1pm-4:30pm & Sat 8:30-11am **by appointment only**

Cost: Ohio BCI&I = call for amount, cash, check, or money order

FBI = call for amount

Both Ohio BCI&I and FBI = call for amount



1. Ohio BCI&I and FBI Background Checks completed at the UT Police Department are automatically sent to the Office of Student Services. If done elsewhere, you must submit a copy **prior** to beginning in the field.
2. If you have not been an Ohio resident for 5 years or more you will also need an FBI Background Check.
3. **According to House Bill 190, an FBI criminal records check is now required of all applicants (in addition to a BCI&I check as in current law) applying for an educator license regardless of whether or not the applicant has lived outside of the state of Ohio.**
4. If you will be applying for your teaching license within one year, tell the agency you also want results of your Ohio BCI&I and FBI sent to Ohio Dept. of Education – Office of Certification/Licensure for Section 3319.291 Certification.