Judith Herb College of Education,
Professional Packet

Name_____

Verified By: _____Date_____

A professional packet is required by the State of Ohio for those who will interact with young children in a child care center. Bring all documents to the Office of Student Services (Gillham Hall 3100) for final approval and verification by Jen Fulwider, Field Placement Coordinator.

The following items are required:

_____ 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 from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) stating you are free of any convictions

_____ Valid FBI Background Check with results from the Federal Bureau of Investigation (FBI) stating you are free of any convictions

_____ Employee Medical Statement for Child Care Centers and Type A Homes

_____ Statement of Non-Conviction for Child Care Centers and Type A Homes

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 child care center during your first visit. Questions, please call 419-530-8558.