

5101:2-5-15

**Volunteers, interns and subcontractors.**

- (A) Volunteers, subcontractors or interns whose duties include any of the same general duties as child care staff shall be trained in the mission of the out-of-home care setting to which they are assigned.
- (B) An agency is to ensure a volunteer, intern or subcontractor complies with the background check requirements of rule 5101:2-5-09 of the Administrative Code.
- (C) Volunteers, subcontractors or interns whose duties include any of the same general duties as child care staff shall: ~~receive training pursuant to rule 5101:2-9-03 of the Administrative Code, shall be supervised by agency staff, and shall participate in at least monthly face-to-face supervisory conferences.~~
  - (1) Receive training pursuant to rule 5101:2-9-03 of the Administrative Code.
  - (2) Be supervised by agency staff.
  - (3) Participate in at least monthly face-to-face supervisory conferences.
- (D) Volunteers, subcontractors or interns shall be given a specific written job description delineating the functions to be performed.
- (E) An agency shall not use volunteers, subcontractors or interns as a replacement for or in lieu of paid staff. Volunteers, subcontractors or interns shall not be counted to meet required staff ratios as required by rule 5101:2-9-02 of the Administrative Code.
- (F) An agency which accepts interns shall have a written agreement with each school placing students. This agreement shall, at a minimum, include:
  - (1) A statement of the student's role and responsibilities.
  - (2) A description of the minimum qualifications the student must possess.
  - (3) A statement outlining the respective supervisory and evaluation responsibilities of the agency and the placing school.

Effective: 4/1/2023

Five Year Review (FYR) Dates: 12/29/2022 and 04/01/2028

CERTIFIED ELECTRONICALLY

---

Certification

03/10/2023

---

Date

Promulgated Under: 119.03

Statutory Authority: 5103.02, 5103.03

Rule Amplifies: 5103.02, 5103.03

Prior Effective Dates: 12/30/1966, 10/01/1986, 07/02/1990 (Emer.),  
10/01/1990, 01/01/1991, 10/08/2007, 04/15/2013,  
11/15/2021