

## Appendix B to Rule 5101:2-13-08

**Substitute Requirements**

A substitute shall meet the following requirements prior to caring for children:

1. Be at least eighteen years of age.
2. Provide verification of a high school education, a high school diploma or general educational development (GED) in accordance with the guidelines in appendix A of rule 5101:2-13-07 of the Administrative Code.
3. Annually sign the JFS 01328 "Statement of Nonconviction for Child Care" (rev. 12/2016) and return it to the provider as required by rule 5101:2-14-09 of the Administrative Code.
4. Annually complete the JFS 01302 "Request for Child Abuse and Neglect Report Information for Child Care" (rev. 12/2016).
5. Complete a bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records check and results returned as prescribed in rule 5101:2-13-09 of the Administrative Code.
6. Not have a prohibited offense as required by rule 5101:2-13-09 of the Administrative Code.
7. Provide a medical statement that meets the requirements detailed in appendix B to rule 5101:2-13-02.
8. Provide a safe and healthy environment when children are present.
9. Ensure that any individuals whose behavior or health endangers the health, safety and well-being of children are not present while child care is being provided by the substitute.
10. Complete and maintain current certification in both first aid and cardiopulmonary resuscitation (CPR).