

## **Type B In-Home Child Care Provider Certification**

**For a person to become certified as a Type B Professional Child Care Provider, the following things must be done:**

1. Complete an application with 3 non-relative references.
2. Two other adults must complete emergency/substitute caregiver statements and be able to provide care in the applicant's home in case of emergency or as a *short term* substitute provider.
3. The applicant and all other adults in the applicant's home, and the emergency/substitute caregivers must complete convictions statements form 1329.
4. The child care worker will conduct an interview of the applicant at the applicant's home.
5. The CDJFS will conduct criminal background checks on all of the adults that will have contact with children at the applicant's home. The CDJFS will request information from the sheriff's department, child protective services, BCII (fingerprint), and the FBI.
6. The applicant must have a medical statement ( FORM 1980 INCLUDED IN THE APPLICATION) completed by a physician.
7. A fire inspection must be done on the applicant's home by a certified fire inspector (form 1200 will be given to applicant at time of first home visit).
8. Any applicant that does not have publicly supplied water must have a water test done by the health department.
9. The applicant must provide CDJFS with current immunization records for all pets that the applicant keeps on the premises.
10. CDJFS will check 3 non-relative references.
11. CDJFS will conduct a formal inspection of the applicant's home and premises prior to certification.

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**Some additional items that the applicant will need or will need to complete:**

- Home must have a working land line telephone.
- Home must have working smoke detectors on all levels and carbon monoxide detectors.
- Home must have a working fire extinguisher in the kitchen.
- The applicant must have a first aid kit that can be used in home and vehicle.
- Home must be free of general hazards and fire hazards and be a clean, healthy environment for children.
- The applicant must post emergency phone numbers and a floor plan of home with emergency escape routes and exits.
- The applicant must submit age appropriate daily activities schedule to CDJFS.
- The applicant must submit sample menus to CDJFS.
- Home must meet minimum requirements for indoor and outdoor space.
- The applicant will be required to take training upon being certified.
- Applicant must be 18 years of age or older
- Applicant must have High School Diploma or GED
- Trainings: CPR and First Aid, Health and Safety class before certification.

**Please contact our office at (740) 295-7551 if you need additional information or have questions. This information is subject to periodic revisions.**

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(Revised 10/30/08)