



July 1, 2020

Child Care Center Manual Procedure Letter No. 24

TO: All Child Care Center Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Updated Requirement for Child Care Center Staff Employment Records in the Ohio Professional Registry

Background:

Currently, rule 5101:2-12-07 of the Ohio Administrative Code (OAC) requires child care centers to have a written list of employees and child care staff members (including substitutes) which includes the date of hire, program license number, employment role(s), and start date for each individual role. Beginning November 1, 2020, the written list will no longer be required to be kept onsite and will instead be required to be kept in the Ohio Professional Registry (OPR).

Updated Requirement:

All administrators, employees and child care staff members (including substitutes) must create or update an employment record in the OPR for each child care program in which they are employed.

Once the employment record is created or updated, the administrator must ensure the employee is assigned to their organization dashboard. Each center administrator must keep the OPR current with employees and child care staff members of the program. Changes that must be noted include any newly hired employees or child care staff members (including substitutes), a change in position or role, a change in schedule, and the end of employment. This information must be updated in the OPR within five calendar days of the change.

The administrator must verify that all employment records are created or updated in the OPR and assigned to their organization dashboard by November 1, 2020.

Instructions and assistance in creating or updating an employment record can be found in the OPR User Guides at <https://ocrra.org/our-resources-page>.

Child care centers should comply with the requirements of this procedure letter while rule 5101:2-12-07 OAC is moving through the rule making process.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.