

Required Documents for an Initial and Renewal Application for Certification as an In-Home Aide

The following documents are to be submitted at the time of initial application of certification as an in-home aide, including for certification at a second location:

- JFS 01642 "In-Home Aide Assurances" to be completed by parent and applicant.
- A medical statement for the applicant meeting the requirements as detailed in appendix C to rule 5101:2-14-02 of the Administrative Code.
- Verification of completion of a high school education, a high school diploma or general educational development (GED), as required in appendix B to rule 5101:2-14-02 of the Administrative Code.
- Emergency and Disaster plan as required in rule 5101:2-14-07 of the Administrative Code.

The following documents are to be submitted at the time of renewal of an in-home aide certificate:

- A new JFS 01642 "In-Home Aide Assurances" completed by parent and IHA.

Note: A request for a background check for child care is to be completed and submitted in the OPR at <https://www.occrra.org> pursuant to rule 5101:2-14-04 of the Administrative Code for an initial application for certification and every five years from the date of the most recent BCI records check. A certified IHA with a break in employment for longer than the previous one hundred eighty consecutive days is to obtain a background check unless the IHA meets the requirements as outlined in paragraph (B)(3) of rule 5101:2-14-04.