



August 11, 2023

Child Care Manual Procedure Letter No. 166

TO: All Child Care Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: New, Online Free Communicable Disease Training in the Ohio Professional Registry and Updated Process to Become an Approved Communicable Disease Trainer

This MPL replaces CCCMPL 18 and FCCMPL 12.

Background

Rules 5101:2-12-10, 5101:2-13-10, 5101:2-14-03 and 5101:2-18-08 of the Ohio Administrative Code (OAC) set forth the requirements for Ohio Department of Job and Family Services (ODJFS) licensed child care centers, family child programs, certified in-home aides and approved child care day camps to complete training in the Management of Communicable Disease. This training follows the prescribed curriculum created by ODJFS in conjunction with the Ohio Department of Health (ODH) and is valid for three years.

Currently, an individual requesting to be an approved communicable disease trainer must submit the JFS 01278 "Communicable Disease Trainer Registration for Child Care" and one of the following:

- Proof of being a registered nurse or a licensed physician as outlined on the form;
- Proof of being an employee of an ODJFS approved health organization; or
- American Red Cross (ARC) Communicable Disease instructor card*

*Although ARC is no longer conducting communicable disease training for instructors, if an individual has previously received this card, he or she may still be approved as a communicable disease instructor.

Updated Training

ODJFS and ODH have updated the prescribed curriculum for the Management of Communicable Disease training. This training meets rule requirements for all ODJFS regulated program types.

ODJFS has recorded the updated training and it is now available in the [Ohio Professional Registry](#) (OPR). It is titled "ODJFS Management of Communicable Disease – Free Training Recorded by ODJFS" and can be completed by staff to meet rule requirements.

Updated Approval Process

Previously approved health organizations and approved individual trainers providing the ODJFS/ODH management of communicable disease training can request a copy of the updated curriculum. Requests can be submitted to CCDTrainer-Registration@jfs.ohio.gov.

You will need to provide the following:

- Name
- Contact information (address, phone number, and email address)

Once your approval status is verified, ODJFS will send the new curriculum via email using a secure FileDrop link.

Individuals seeking new approval are to submit the JFS 01278 "Communicable Disease Trainer Registration for Child Care" and provide verification of meeting one of the following:

- Licensed physician, physician's assistant (PA), advanced practice registered nurse (APRN), certified nurse practitioner (CNP), or registered nurse (RN)
- Emergency medical services instructor
- Current trainer employed by local health department

ODJFS will communicate approval status via email. If an individual is approved the curriculum will be sent via email using a secure FileDrop link.

Questions

Please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4, or at childcarepolicy@jfs.ohio.gov if you have any questions about the new policy.

Please contact the Ohio Child Care Resource and Referral Association (OCCRRA) staff at 1-877-547-6978, option 1 with any questions on how to create a profile or register for a training.