



Early Childhood Education

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The Early Childhood Education Program (ECE) is designed to prepare qualified individuals in the field of early childhood development and education. The COTC ECE program is accredited by the National Association for the Education of Young Children Associate Degree Early Childhood Programs. The program is approved by ODHE for ODE Pre-kindergarten Associate Licensure.

ECE students will be in direct contact with children through practicums, field experiences or observation assignments. COTC is committed to providing a safe environment for children and families who may work directly with students from the program. Students must submit the program requirements by the end of the first semester to continue in the ECE program, with the exception of the BCI/FBI background checks (see below).

Program Requirements

- An official copy of high school diploma, an official current or final high school transcript indicating date of graduation (if applicable), a copy of GED certification, or verification of completion of high school.
- Three completed reference forms from a non-relative who can address the applicant’s character in working with families and children. Must be submitted on the attached Reference Forms.
- A completed Employee Medical Statement/Physical Form (physical must be current within the past year and submitted on the attached form).
- A signed Statement of Non-conviction (attached) attesting that the applicant has not been convicted of or plead guilty to any of the listed prohibited offenses. *Note: applicants who have a prior felony conviction are prohibited from admission into the ECE Program.*
- A signed Confidentiality Statement.
- A clear BCI & I Criminal Background Check and clear FBI Background Check completed within 6 months prior to the start of the semester (available through Newark Campus Public Safety). Background checks must be received by the 5th day of the semester.

Certification of Truth Statement

I affirm that I understand the information provided in this packet and confirm that any information I have submitted or will submit to Central Ohio Technical College in connection with the Early Childhood Education Program is complete and accurate. I understand that if I have been convicted or pleaded guilty of a felony or one of the prohibited offenses, I will be ineligible for enrollment in the Early Childhood Education Program. I understand all admission paperwork will be kept in The Gateway Student Records department and a copy will be provided to the Early Childhood Education Program Director.

Student Name (Printed) _____ Date _____

Signature _____ COTC ID# _____

COTC Email address _____ Phone _____

Program Director - Diana Reece: reece.108@cotc.edu or 740-366-9359.

Instructions on Background Check

Students can complete the required BCI & I and FBI Background checks at the Office of Public Safety and Security on the Newark Campus.

1. Pay for the background checks electronically through Fees and Deposits by clicking on the corresponding links in the FBI/BCI Background and Fingerprinting Services section of the Public Safety Services link: <https://www.cotc.edu/post/fbibci-background-and-fingerprinting-services>. Cost is \$35 for FBI and \$25 for BCI.
2. Take your electronic receipt from the payment to Fees and Deposits to the Office of Public Safety and Security, located in the Warner Center. The Office of Public Safety and Security is located directly across from the Bookstore.
3. Present your receipt from Fees and Deposits and a state issued photo ID to a security officer.
4. **IMPORTANT**- When running the FBI and BCI background checks, the following codes **MUST** be used. Tell the security officer running the background checks to use these specific codes. Background checks completed without these codes or with an incorrect code must be redone at the student's expense.
 - a. For the **BCI Reason Fingerprinted, choose 5104.013** "An Employee, Owner, Licensee, Administrator, or Person Residing in a Type A or Type B Home, or an In-Home Aide."
 - b. For the **FBI Reason Fingerprinted, choose CCDBGA** "Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only."
 - c. In the Direct Copy drop down list, choose "Child Care Ctr/Type A-ODJFS."
4. Notify the security officer that a copy of your background check should also be sent to following:
Diana Reece, ECE Program Director
Central Ohio Technical College
Early Childhood Education Department
1179 University Dr.
Newark, OH 43055

Please note that BCI and FBI background checks completed at the Office of Public Safety and Security are kept on file by the Office of Public Safety and Security. Additionally, all BCI and FBI background checks regardless of where completed are kept on file by the ECE Program Director.

Office of Public Safety and Security, Location: Newark Campus, Warner Hall 105, Phone: (740) 366-9237



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Reference Form

Adapted from ODJFS Form 1300 (9/2006)

Applicants for employment (student practicum experiences) in a child day care center or type A family day care home must provide their employer (Early Childhood Education (ECE) Program Director) with three (3) references, which attest to the applicant's suitability for employment in a center or type A home. COTC's ECE Program requires that these forms be submitted as part of the application process and be kept on file at the center (ECE Program Student File). The person applying for acceptance into the Early Childhood Education Program is requesting you to complete this form and return to the address listed above. All information received will be kept confidential. If you have questions, please contact the Program Director at 740-366-9359.

Student Name: _____

Address: _____

City, State and Zip: _____ Phone: _____

To be completed by person giving the reference

Name: _____ Phone: _____

Address: _____ Email: _____

City, State and Zip: _____

How long have you known the applicant? _____

What is the nature of your association with applicant (friend, neighbor, etc.)? _____

In your opinion, is this person suitable as a teacher of children within a group care program? Yes ___ No ___

To the best of your knowledge, has the applicant ever been dismissed or asked to resign from a position because of inability to carry out work responsibilities with children in a child day care facility or other program for children? Yes ___ No ___

To the best of your knowledge, has this applicant ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home pursuant to the Ohio Revised Code for employment in a childcare program. Yes ___ No ___

Additional comments may be made on the back of this form. Thank you for your time.

Signature: _____ Date: _____

Submit completed form to:

cotcrecords@mail.cotc.edu (electronic form submission) OR
Central Ohio Technical College, The Gateway- Student Records
1179 University Drive, Newark, OH 43055
740-366-9160 (fax)



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Reference Form

Adapted from ODJFS Form 130 (9/2006)

Applicants for employment (student practicum experiences) in a child day care center or type A family day care home must provide their employer (Early Childhood Education (ECE) Program Director) with three (3) references, which attest to the applicant's suitability for employment in a center or type A home. COTC's ECE Program requires that these forms be submitted as part of the application process and be kept on file at the center (ECE Program Student File). The person applying for acceptance into the Early Childhood Education Program is requesting you to complete this form and return to the address listed above. All information received will be kept confidential. If you have questions, please contact the Program Director at 740-366-9359.

Student Name: _____

Address: _____

City, State and Zip: _____ Phone: _____

To be completed by person giving the reference

Name: _____ Phone: _____

Address: _____ Email: _____

City, State and Zip: _____

How long have you known the applicant? _____

What is the nature of your association with applicant (friend, neighbor, etc.)? _____

In your opinion, is this person suitable as a teacher of children within a group care program? Yes ___ No ___

To the best of your knowledge, has the applicant ever been dismissed or asked to resign from a position because of inability to carry out work responsibilities with children in a child day care facility or other program for children? Yes ___ No ___

To the best of your knowledge, has this applicant ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home pursuant to the Ohio Revised Code for employment in a childcare program. Yes ___ No ___

Additional comments may be made on the back of this form. Thank you for your time.

Signature: _____ Date: _____

Submit completed form to:

cotcrecords@mail.cotc.edu (electronic form submission) OR
Central Ohio Technical College, The Gateway- Student Records
1179 University Drive, Newark, OH 43055
740-366-9160 (fax)



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Reference Form

Adapted from ODJFS Form 1300 (9/2006)

Applicants for employment (student practicum experiences) in a child day care center or type A family day care home must provide their employer (Early Childhood Education (ECE) Program Director) with three (3) references, which attest to the applicant's suitability for employment in a center or type A home. COTC's ECE Program requires that these forms be submitted as part of the application process and be kept on file at the center (ECE Program Student File). The person applying for acceptance into the Early Childhood Education Program is requesting you to complete this form and return to the address listed above. All information received will be kept confidential. If you have questions, please contact the Program Director at 740-366-9359.

Student Name: _____

Address: _____

City, State and Zip: _____ Phone: _____

To be completed by person giving the reference

Name: _____ Phone: _____

Address: _____ Email: _____

City, State and Zip: _____

How long have you known the applicant? _____

What is the nature of your association with applicant (friend, neighbor, etc.)? _____

In your opinion, is this person suitable as a teacher of children within a group care program? Yes ___ No ___

To the best of your knowledge, has the applicant ever been dismissed or asked to resign from a position because of inability to carry out work responsibilities with children in a child day care facility or other program for children? Yes ___ No ___

To the best of your knowledge, has this applicant ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home pursuant to the Ohio Revised Code for employment in a childcare program. Yes ___ No ___

Additional comments may be made on the back of this form. Thank you for your time.

Signature: _____ Date: _____

Submit completed form to:

cotcrecords@mail.cotc.edu (electronic form submission) OR
Central Ohio Technical College, The Gateway- Student Records
1179 University Drive, Newark, OH 43055
740-366-9160 (fax)

Ohio Department of Job and Family Services
EMPLOYEE MEDICAL STATEMENT (PHYSICAL FORM)
FOR CHILD CARE CENTERS AND TYPE A HOMES

The completion of this form is required by Ohio Administrative Code rules 5101:2-12-25 and 5101:2-13-25 that govern the licensing of child care centers and type A homes. The physical examination and completion of this form must occur no more than 12 months prior to the first day of employment.

Name of Employee	
Home Address	
First Day of Employment	

My signature below certifies that I examined the above-named person who is found to be:

- 1. Physically fit for employment in a facility caring for children.**
- 2. Immunized against Diphtheria/Tetanus/Pertussis (Tdap).**
 (All employees must have verification of being immunized against pertussis by January 1, 2018)
- 3. Immunized against Measles, Mumps and Rubella (MMR).**
 (Except that for a person born on or before December 31, 1956, a history of mumps or measles disease may be substituted for the vaccine. A history of rubella disease shall not be substituted for rubella vaccine. Only a laboratory test demonstrating detectable rubella antibodies shall be accepted in lieu of rubella vaccine.)

Name of Health Care Provider *(Please print)	
Street Address:	
City, State, Zip	Phone Number

Signature of Health Care Provider*	Date of Examination
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*This form may be signed by a licensed physician, a physician's assistant, advance practice registered nurse, certified midwife or a certified nurse practitioner.

This is a sample form that meets the requirements of Ohio Administrative Code rules 5101:2-12-25 and 5101:2-13-25 that govern the licensing of child care centers and type A homes.

STATEMENT OF NONCONVICTION FOR CHILD CARE CENTERS AND TYPE A HOMES

This statement must be signed upon hire and annually thereafter by every: individual owner, administrator, employee, second adult in a child care center or type A home and all persons 18 years of age and older who reside in a type A home. This statement must be kept on file at the center or home.

Name (please print or type)		Date of Hire	
<input type="checkbox"/>	I hereby attest that I have never been convicted of or pleaded guilty to crimes set forth in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code and that no child has been removed from my home as described in section 2151.353 of the Revised Code.		
<input type="checkbox"/>	I have had a child removed from my home as described in section 2151.353 of the Revised Code.		
<input type="checkbox"/>	I have been convicted of a crime included in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code.		
Signature of Person Completing Form		Date	
Street Address			
City	State	Zip Code	Telephone Number
<input type="checkbox"/>	I have reviewed the rehabilitation requirements of rule 5101:2-12-26 or 5101:2-13-26 of the Administrative Code, and determined that the employee meets the rehabilitation requirements. I have attached a completed copy of the JFS 01206 and the documents to verify how these requirements have been met. This section requires a signature only if the employee is rehabilitated.		
Administrator's Signature (+)		Date	

Note: Anyone who withholds information from, or falsifies information on this statement is guilty of falsification, a misdemeanor of the first degree. If the offender is an owner of a center or a licensee of a type A home, a type B home provider, or an in home aide, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license application or child care certification. If the offender is an employee of a center or type A home, or is a person eighteen years of age or older who resides in a type A or type B home or is an emergency or substitute caregiver, and if the owner or licensee had knowledge of, and acquiesced in the commission of the offense, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license application or child care certification.

Note: effective June 1, 2008 all civilian background checks must be submitted electronically through use of WebCheck or other approved methods. More information can be found at:
<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck> .

▼ CENTERS AND TYPE A HOMES

The administrator is required to sign and date below verifying that fingerprints have been electronically submitted to the Ohio Bureau of Criminal Identification and Investigation (BCII), or mailed if electronic processing exemption criteria are met.

A criminal records check for the above named individual was requested on (date) _____

Ohio BCII records check Federal Bureau of Investigation (FBI) records check (please check)

Signature of Administrator(+)	Date
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▼ TYPE A HOMES ONLY

The licensee of a type A home must sign the following statement: I hereby attest that no one who resides in my home and who is under eighteen years of age has been adjudicated a delinquent child for committing a violation of any offense listed in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code.

Signature	Date
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▼ TO BE SIGNED BY THE ADMINISTRATOR

I have reviewed the results of this persons criminal records check on the following dates: _____ Ohio BCII records check, _____ FBI records check. Section 5104.012 (A)(2) of the Revised Code requires the results of these records checks to be reviewed and approved by the administrator prior to the employee having sole responsibility for children.

Signature of Administrator(++)	Date
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(+)(++) Administrators need to sign this section only when a new BCII or FBI criminal records check is requested (+) or completed. (++)

This is a prescribed form which must be used to meet the requirements of rules 5101:2-12-26 and 5101:2-13-26 of the Administrative Code.

Prohibited Offenses

Homicide

- R.C. 2903.01 - Aggravated murder
- R.C. 2903.02 - Murder
- R.C. 2903.03 - Voluntary manslaughter
- R.C. 2903.04 - Involuntary manslaughter

Assault

- R.C. 2903.11 - Felonious assault
- R.C. 2903.12 - Aggravated assault
- R.C. 2903.13 - Assault
- R.C. 2903.16 - Failing to provide for a functionally impaired person

Menacing

- R.C. 2903.15 - Permitting child abuse
- R.C. 2903.21 - Aggravated menacing
- R.C. 2903.211 - Menacing by stalking
- R.C. 2903.22 - Menacing

Patient abuse and neglect

- R.C. 2903.34 - Patient abuse, neglect

Kidnapping and related issues

- R.C. 2905.01 - Kidnapping
- R.C. 2905.02 - Abduction
- R.C. 2905.04 - Child stealing (as this law existed prior to July 1, 1996)
- R.C. 2905.05 - Criminal child enticement

Sex offenses

- R.C. 2907.02 - Rape
- R.C. 2907.03 - Sexual battery
- R.C. 2907.04 - Unlawful sexual conduct with a minor
- R.C. 2907.05 - Gross sexual imposition
- R.C. 2907.06 - Sexual imposition
- R.C. 2907.07 - Importuning
- R.C. 2907.08 - Voyeurism
- R.C. 2907.09 - Public indecency
- R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)
- R.C. 2907.21 - Compelling prostitution
- R.C. 2907.22 - Promoting prostitution
- R.C. 2907.23 - Procuring
- R.C. 2907.25 - Prostitution
- R.C. 2907.31 - Disseminating matter harmful to juveniles
- R.C. 2907.32 - Pandering obscenity
- R.C. 2907.321 - Pandering obscenity involving a minor
- R.C. 2907.322 - Pandering sexually oriented matter involving a minor
- R.C. 2907.323 - Illegal use of a minor in nudity-oriented material or performance

Arson

- R.C. 2909.02 - Aggravated arson
- R.C. 2909.22 - Soliciting or providing support for act of terrorism
- R.C. 2909.23 - Making terroristic threat
- R.C. 2909.24 - Terrorism
- R.C. 2909.03 - Arson

Robbery and Burglary

- R.C. 2911.01 - Aggravated robbery
- R.C. 2911.02 - Robbery
- R.C. 2911.11 - Aggravated burglary
- R.C. 2911.12 - Burglary

Theft and Fraud

- R.C. 2913.02 - Theft; aggravated theft
- R.C. 2913.03 - Unauthorized use of a vehicle
- R.C. 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service
- R.C. 2923.02 - Attempt
- R.C. 2913.041 - Possession or sale of unauthorized cable television device
- R.C. 2913.33 - Making or using slugs
- R.C. 2913.05 - Telecommunications fraud
- R.C. 2913.06 - Unlawful use of telecommunications

- R.C. 2913.11 - Passing bad checks
- R.C. 2913.21 - Misuse of credit cards
- R.C. 2913.31 - Forgery; identification card
- R.C. 2913.32 - Criminal simulation
- R.C. 2913.40 - Medicaid fraud
- R.C. 2913.41 - Prima facie evidence of purpose to defraud
- R.C. 2913.42 - Tampering with records
- R.C. 2913.43 - Securing writings by deception
- R.C. 2913.44 - Personating an officer
- R.C. 2913.441 - Law Enforcement emblem display
- R.C. 2913.45 - Defrauding creditors
- R.C. 2913.46 - Illegal use of food stamps or WIC program benefits
- R.C. 2913.47 - Insurance fraud
- R.C. 2913.48 - Worker's compensation fraud
- R.C. 2913.49 - Identity fraud

Offenses against the family

- R.C. 2919.12 - Unlawful abortion
- R.C. 2919.22 - Endangering children
- R.C. 2919.23 - Interference with custody
- R.C. 2919.24 - Contributing to unruliness or delinquency of a child
- R.C. 2919.25 - Domestic violence

Offenses against justice and public administration

- R.C. 2921.11 - Perjury
- R.C. 2921.13 - Falsification

Weapons control

- R.C. 2923.12 - Carrying a concealed weapon
- R.C. 2923.13 - Having a weapon while under disability
- R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school
- R.C. 2923.01 - Conspiracy
- R.C. 2923.02 - Attempt, that relates to a crime specified in division 109.572 (A) (9)
- R.C. 2923.03 - Complicity, that relates to a crime specified in division 109.572 (A) (9)

Drug offenses

- R.C. 2925.02 - Corrupting another with drugs
- R.C. 2925.03 - Trafficking in drugs
- R.C. 2925.04 - Illegal manufacture of drugs or cultivation of marijuana
- R.C. 2925.05 - Funding of drug or marijuana trafficking
- R.C. 2925.06 - Illegal administration or distribution of anabolic steroids
- R.C. 2925.11 - Possession of drugs or marijuana that is not a minor drug possession offense in section R.C. 2925.01

Other

- R.C. 959.13 - Cruelty to animals
- R.C. 2905.11 - Extortion
- R.C. 3716.11 - Placing harmful objects in food or confection
- R.C. 2909.04 - Disrupting public services
- R.C. 2909.05 - Vandalism
- R.C. 2917.01 - Inciting to violence
- R.C. 2917.02 - Aggravated riot
- R.C. 2917.03 - Riot
- R.C. 2917.31 - Inducing panic
- R.C. 2921.03 - Intimidation
- R.C. 2921.34 - Escape
- R.C. 2921.35 - Aiding escape or resistance to authority
- R.C. 2927.12 - Ethnic intimidation
- R.C. 4511.19 - Operating vehicle under the influence of alcohol or drugs - OVI. (Two violations within a five year period. This means two violations within a five year period that extends five years before the date of application for hire for employees and before the date of license application for owners/administrator or two violations within any five year period after hire or licensure.)

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.

This is a prescribed form which must be used to meet the requirements of rules 5101:2-12-26 and 5101:2-13-26 of the Administrative Code.



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Confidentiality Statement

All Early Childhood Education (ECE) Students are required to keep confidential information about the children, families and site staff. Any breach of confidentiality may result in dismissal from the practicum, lab or observation site and may include dismissal from the program.

Students are ***not permitted to:***

1. Speak with parents about their child unless the child's teacher specifically has granted permission.
2. Represent the site or program unless granted permission from the site supervisor.
3. Evaluate or interpret a child outside of course requirements. Take photos or keep children's work without permission. Talk to a friend or classmate about their child who was in a classroom you observed.
4. Discuss the families, children or program site staff outside of the college classroom.
5. Record or share classroom conversations about practicum and observation work where children are discussed.

Some sites may require the observer to sign an additional confidentiality statement specific to their program. It is the student's responsibility to do so.

My signature indicates that I have read and understand the above information regarding confidentiality.

Student Name (please print): _____

Student Signature: _____ Date: _____

Student ID#: _____

Submit completed form to:

cotcrecords@mail.cotc.edu (electronic form submission) OR
Central Ohio Technical College, The Gateway- Student Records
1179 University Drive, Newark, OH 43055
740-366-9160 (fax)

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