

# FCCLH Licensing Study Checklist

## Core Rules

Date: _____	Arrival: _____	Departure: _____
Provider: _____	Enrolled: _____	
# Present: _____	# DFCS: _____	
# Pay Related: _____	# Pay Unrelated: _____	
# No Comp Related: _____	# No Comp Unrelated: _____	
Names of Staff Present: _____		
Insurance: Y / N	Facility Profile Update completed: _____	
Business License Y/N	Compliance Determination completed: _____	

Rule Number	C	NC	Children's Activities
290-2-3-.09(1)(a)-(k)			Variety of Activities offered, Age Appropriate, Integration of Children with Special Needs Activities shall be planned for each group to allow for:
<b>Activities observed or discussed</b>			
<b>Yes</b>	<b>No</b>		
			(a) Indoor and outdoor play
			(b) A balance of quiet and active periods
			(c) A balance of supervised free choice and caregiver-directed activities
			(d) Individual, small group, and large group activities
			(e) Large muscle activities (running, riding, climbing, balancing, jumping, throwing or digging)
			(f) Small muscle activities (building with blocks or construction toys, use of puzzles, nesting or stacking toys, pegs, lacing, sorting beads or clay)
			(g) Language experiences (listening, talking, rhymes, finger plays, stories, use of film strips, recordings or flannel boards)
			(h) Arts and crafts (painting, coloring, cutting or pasting)
			(i) Dramatic play (play in a home center, with dolls, puppets or dress up)
			(j) Rhythm and music (listening, singing, dancing or making music)
			(k) Nature and science experiences (measuring, pouring, activities related to the "world around us" such as nature walks, plants, leaves or weather, or experiences in using the five senses through sensory play)

Rule Number	C	NC	CHILDREN'S ACTIVITIES	Comments
290-2-3-.09(2)			Assistance w/ skills (i.e., dressing, toileting, etc.)	
290-2-3-.09(3)			Outdoor play provided	
290-2-3-.09(4)			Supervised nap period provided	
290-2-3-.09(5)			Children not in confining equipment > ½ hour consecutively	
290-2-3-.09(6)			Tummy time for infants	
290-2-3-.09(7)			Media used appropriately (i.e. programming for children, not more than 2 hours daily)	
290-2-3-.09(8)			No detrimental activity (i.e. horseplay, rough play, picking child up inappropriately, etc.)	

Rule Number	C	NC	<b>EQUIPMENT and SUPPLIES</b>	Comments
290-2-3-.12(1)			Variety/Age-appropriate equipment provided	
290-2-3-.12(2)			Individual or disposable wash cloths/towels	
290-2-3-.12(3)			Equipment clean/In safe usable condition	
290-2-3-.12(4)			Indoor/Outdoor furniture & equipment used in safe & appropriate manner and used according to manufacturer's instructions	
<b>290-2-3-.12(5)</b>			Free from hazardous conditions and kept clean	
290-2-3-.12(6)			Placed to permit free movement	
<b>290-2-3-.12(7)</b>			Secured if unstable to prevent tipping, falling, etc. <b>(Check equipment/anchor requirements)</b>	
290-2-3-.12(8)			Table space available/Appropriately sized	
290-2-3-.12(9)			Toys accessible to children	
290-2-3-.12(10)			Toys that launch projectiles are not present in the home	
290-2-3-.12(11)			Toys for children under 3 yrs age appropriate	
290-2-3-.12(12)			Toys for children under 3 yrs are free of hazards and too large to swallow; Easily cleaned with disinfectant daily	

Rule Number	C	NC	<b>SAFE SLEEPING and RESTING REQUIREMENTS</b>	Comments
<b>290-2-3-.19(1)(a)</b>			Adequate number of safety approved cribs	
<b>290-2-3-.19(1)(a)1.</b>			Cribs in good repair/Free of hazards/Stack cribs or cribs with drop sides not used	
<b>290-2-3-.19(1)(a)2.</b>			Crib mattresses firm/Tight-fitting/At least 2" thick/Waterproof/Disinfected	
<b>290-2-3-.19(1)(a)3.</b>			Crib sheets tight-fitting/Changed daily	
290-2-3-.19(1)(b)			Cots/Mats provided for children 2 and older or for children < 2 who can climb out of a crib	
290-2-3-.19(1)(b)1.			Cots/Mats sound construction/Sufficient size, Mats in good repair/Washable/Waterproof/2" thick	
290-2-3-.19(1)(b)2.			Cots/Mats marked for individual use	
290-2-3-.19(1)(b)3.			Cot/Mat sheets marked for individual use and laundered weekly, or laundered daily if not marked	
290-2-3-.19(1)(b)4			Cot/Mat covers available, marked for individual use and laundered weekly, or laundered daily if not marked	
290-2-3-.19(1)(c)			Pillows used only by children 2+; Assigned for individual use w/pillowcase; or laundered daily	
290-2-3-.19(1)(d)			Sleeping equipment arranged appropriately	
<b>290-2-3-.19(2)</b>			Only sleep in safety approved crib;	
			Infants placed on back for sleeping	
			Sleep sacks fit appropriately, Swaddling not used without physician statement	
			No soft items in or on crib with infants	
			No objects attached to cribs with sleeping infants	
<b>290-2-3-.19(2)(a)</b>			Infant sleeping area temperature 65-85 degrees, Adequate lighting to see infant's breathing and color of skin	

290-2-3-.19(2)(b)			Positioning devices/monitors not used without a physician's statement	
290-2-3-.19(2)(c)			Infants not allowed to sleep in other equipment or on the floor/Moved to cribs to sleep	
290-2-3-.19(3)			Night-time care: Individual bed w/4" mattress or cot w/2" pad provided	
290-2-3-.19(4)			Cots/Mats stored to inaccessible to children, bedding doesn't touch other bedding	

Rule Number	C	NC	<b>SWIMMING POOLS and WATER RELATED ACTIVITIES</b>	Comments
290-2-3-.07(19)			Water > 2', Provider or adult w/ certified lifeguard training	
290-2-3-.07(19)(a)			Supervision and Staff: Child ratios maintained In Water > 2' Deep: Under 2 ½ Yrs = <b>1:2</b> 2 ½ - 4yrs = <b>1:5</b> 4yrs+ = <b>1:6</b> (cannot swim 15 yards unassisted) 4Yr+ = <b>1:8</b> (can swim 15 yards unassisted)	
290-2-3-.07(19)(b)			Swimming certificates on file in lieu of conducting swim tests (verifying child can swim 15 yards unassisted)	
290-2-3-.13(2)(d)			Swimming pool fenced/Pool inaccessible to children	

Rule Number	C	NC	<b>CHILDREN'S RECORDS</b>	Comments	
290-2-3-.08(1)			Individual record maintained on each child		
			Child's identifying information (name, birth date, parent's name, home & business addresses, telephone numbers)		
			Physician information (name, address, phone #)		
			Emergency contact information (name, address, phone #)		
			Release person information (name, address, phone #, relationship to child/parent)		
290-2-3-.08(2)			Immunization record		
290-2-3-.08(3)			Emergency medical care authorization		
290-2-3-.08(4)			Allergy/Medical information		
290-2-3-.08(5)			Documentation of medications given		
290-2-3-.08(6)			Documentation of accident/illness		
290-2-3-.08(7)			Parental agreements for transportation, field trips, swimming, activities away from the home		
			Written Policies and Procedures <b>Review provider's Parent Handbook</b>		
290-2-3-.08(8)(a)			Ages of children served	Months of operation	Days of operation
			Hours of operation	Dates closed	Admission requirements
			Accurate information	Escorting children	Standard fees/payments
			Transportation provided		
290-2-3-.08(8)(b)			1. Discipline	2. Emergency Medical Care	3. Administering Medication
			4. Notifying parents in writing of illness, injury, notifiable disease within 24 hrs	5. Adverse reactions to medications	6. Exclusion of sick children

			7. Communicable disease restrictions		8. Protection of children (fire, weather, physical plant problems)		9. Transportation of children
			10. Others providing care		11. Parent's right to visit		12. Daily communication with parents
			13. Notification of fire arms		14. Notification of changes in household		15. Notification of pets/animals
			16. Notification of infant sleep practices				
290-2-3-.08(9)			Sign in/out sheets				
290-2-3-.08(10)			Release person authorization – child not released to unauthorized person				
290-2-3-.08(11)			No Liability Insurance acknowledgement OR verification or Liability Insurance				
290-2-3-.08(12)			Related children documentation				
290-2-3-.08(13)			No compensation documentation				
290-2-3-.08(14)			Documentation of required training maintained				
290-2-3-.08(15)			Documentation of approved water and sewage disposal systems				
Rule Number	C	NC	<b>PHYSICAL PLANT/ BUILDINGS &amp; GROUNDS</b>			Comments	
290-2-3-.11(2)(a)			Written Emergency Plan				
290-2-3-.11(2)(b)			Operable Telephone/Numbers Posted				
			Physician/Hospital		Ambulance/911	Fire Dept/911	Police Dept/911
			Health Dept		Regional Poison Control		
290-2-3-.11(2)(c)			Documentation of emergency drills (kept 2 yrs)				
			Fire Drills (monthly)		Severe Weather/Emergency Drills (every 6 months)		
290-2-3-.11(2)(d)			Hanging cords inaccessible				
290-2-3-.11(2)(e)			Glass door marked				
<b>290-2-3-.11(2)(f)</b>			Hazardous items inaccessible				
<b>290-2-3-.11(2)(g)</b>			Firearms inaccessible				
<b>290-2-3-.11(2)(h)</b>			Smoke detector working on each level of Home				
			2-A:10-B:C Fire Extinguisher/Inaccessible/Working				
<b>290-2-3-.11(2)(i)</b>			Flammable liquids stored outside				
<b>290-2-3-.13(1)</b>			Home clean/Free from hazards				
290-2-3-.13(1)(a)			35 Sq. Ft. per child				
290-2-3-.13(1)(b)			Basement area > 25 Ft. from window not used				
290-2-3-.13(1)(c)			Furniture/Equipment does not obstruct exits				
<b>290-2-3-.13(1)(d)</b>			Free of fire hazards/combustible materials;				
			Heating equipment inaccessible/barrier/screen;				
			Unvented heater equipped with shut off valve				
290-2-3-.13(1)(e)			Multiple plugs/Extension cords not used				
290-2-3-.13(1)(f)			Fans inaccessible to children				
290-2-3-.13(1)(g)			Windows/Doors used for ventilation are screened; Methods used to prevent vermin, rodents, insects, etc.				
290-2-3-.13(1)(h)			Water & sewage disposal systems approved				

Rule Number	C	NC	PLAYGROUNDS	Comments
290-2-3-.13(2)(a)			Outside grounds/play area free from hazards	
			<b>Hazards observed:</b>	
290-2-3-.13(2)(b)			Climbing/Swinging equipment anchored	
290-2-3-.13(2)(c)			Resilient surface and fall zone maintained	
290-2-3-.13(2)(d)			Play area fence/barrier present and at least 4' high; fencing material not hazardous	

Rule Number	C	NC	FOOD SERVICE and NUTRITION	Comments
290-2-3-.10(1)			USDA guidelines met	
290-2-3-.10(2)			Foods/drinks with no nutritional value not served to children; Powdered nonfat milk not served	
290-2-3-.10(3)			Complete feeding plans on file for children < 1 Year	
290-2-3-.10(3)(a)			Child held for feeding; Bottle not propped; Head elevated	
290-2-3-.10(3)(b)			Honey not served to child under one year	
290-2-3-.10(3)(c)			Parent acknow. indicated on feeding plan for child to eat solid foods; individual spoons and containers used; not fed from jar if used more than once	
290-2-3-.10(3)(d)			Child assisted or encouraged to feed self	
290-2-3-.10(3)(e)			Breastfeeding supported; Designated area available	
290-2-3-.10(3)(f)			Food for children under 1 yr cut into ¼ in. or smaller; Food for toddlers cut ½ in. or smaller	
290-2-3-.10(3)(g)			Staff ensure children don't have too much food in mouths; Children seated when eating; Children not allowed to lie down or sleep with food in mouths	
290-2-3-.10(4)			Infant formula bottles labeled; Unused formula/milk discarded or returned	
290-2-3-.10(5)			Feeding chairs safe and clean	
290-2-3-.10(6)			Menu requirements met	
290-2-3-.10(7)(a)			Food scheduled/served 2 hr. intervals; Meal/snacks provided	
290-2-3-.10(7)(b)			Individual plates/bowls/cups used	
290-2-3-.10(7)(c)			Child encouraged but not forced to eat	
290-2-3-.10(7)(d)			Food not used as punishment/reward	
290-2-3-.10(7)(e)			Child assisted with feeding	
290-2-3-.10(7)(f)			Hot food served at appropriate temp.	
290-2-3-.10(7)(g)			Drinking water available for children	
290-2-3-.10(8)			Food served according to manufacturer's instructions; Restricted food not served; Food not accessible unless chopped/diced/cut up	
290-2-3-.10(9)			Modified diet standards met	
290-2-3-.10(10)			Unconsumed food disposed of	

			<b>KITCHEN OPERATIONS</b>	
290-2-3-.10(11)			Food – Stored to protect against contamination; Food not served that is spoiled/contaminated/unsafe; Food thoroughly cooked/washed; 140 degrees maintained; Food prepared close to serving time	
290-2-3-.10(12)			Food preparation area compliant	
290-2-3-.10(13)			Perishable/potential hazard food refrigerated at 40 degrees; Freezer at/below zero degrees	
290-2-3-.10(14)			Food/Kitchen item storage regs met	
290-2-3-.10(15)			Containers of food stored off the floor, have lids, impervious, labeled	
290-2-3-.10(16)			Cleaning material not stored with food	
290-2-3-.10(17)			Garbage stored with lids; Emptied and cleaned; area clean	
290-2-3-.10(18)			Kitchen staff hand washing complete	
290-2-3-.10(19)			Dishwashing standards met	

Rule Number	C	NC	<b>CHILDREN'S HEALTH and HYGIENE</b>	Comments
290-2-3-.11(1)(a)			Children/Parents/Staff with contagious disease not present	
290-2-3-.11(1)(b)			Parent notification of serious illness/injury/incident	
290-2-3-.11(1)(c)			Emergency medical care obtained	
<b>290-2-3-.11(1)(i)</b>			Provider/Staff handwashing; soap/warm running water and as required	
<b>290-2-3-.11(1)(j)</b>			Children's handwashing; soap/warm running water and as required	
290-2-3-.11(1)(k)			Handwashing with wash cloth only used for infants/children with special needs; single use	
290-2-3-.11(1)(m)			Children kept clean/dry/comfortable	

Rule Number	C	NC	<b>DIAPERING AREAS and PRACTICES</b>	Comments
<b>290-2-3-.11(1)(f)</b>			Diaper changed own crib/Non-porous surface	
			Changing surface disinfected after each diaper change	
290-2-3-.11(1)(g)			Soiled diapers/linens stored in covered container	
290-2-3-.11(1)(h)			Potty chairs emptied into flush toilet after each use; Disinfected after each use; Stored in bathroom	

Rule Number	C	NC	<b>MEDICATIONS</b>	Comments
<b>290-2-3-.11(1)(d)</b>			Parental authorization for medication obtained/complete	
			Medication dispensing record kept/complete (child's name, name of medication, date, time, dose given, person giving)	
			Medication inaccessible to children	
			Medication stored appropriately (i.e. refrigerated if required, etc.)	

Rule Number	C	NC	<b>REQUIREMENTS for APPLICATIONS and LICENSING</b>	Comments
290-2-3-.04(1)(a)			License obtained	
<b>290-2-3-.04(1)d</b>			Not caring for more than six children for pay, related or unrelated, unless approved for 25 sq ft (2 additional)	
290-2-3-.04(2)(e)			Provider/Employees Qualified	
290-2-3-.07(16)			Total number of children present under age 13 yrs does not exceed 12	

Rule Number	C	NC	<b>INSPECTIONS and INVESTIGATIONS</b>	Comments
290-2-3-.05(b)			Must allow access to home and all premises; Must allow Dept access to all records (audio, video, photos, written documentation, social media posts, etc.). DECAL may copy any records necessary	
290-2-3-.05(c)			Failure to allow access to home or all records may result in revocation, etc.	
290-2-3-.05(d)			All staff must cooperate and respond truthfully with DECAL	
290-2-3-.05(e)			Not made any false/misleading statements	

Rule Number	C	NC	<b>E-MAIL CONTACT INFORMATION</b>	Comments
290-2-3-.20			E-mail Contact Information <b>Verify email address</b>	

Rule Number	C	NC	<b>PARENTAL ACCESS</b>	Comments
290-2-3-.06			Parental access allowed	

Rule Number	C	NC	<b>POSTED NOTICES</b>	Comments
290-2-3-.11(1)(l)			No Smoking sign posted	
290-2-3-.11(2)(n)			No Liability Insurance notice posted if don't carry	
<b>Recommended</b>			Consumer Product Safety Commission Info Posted	
<b>Recommended</b>			Copy of License	

Rule Number	C	NC	<b>REQUIRED REPORTING</b>	Comments
290-2-3-.14(1)			Within 24 Hours/Next Working Day, the Following Reported to the Department:	
			Child's Death	Serious Illness Requiring Professional Medical Attention
			Serious Injury Requiring Professional Medical Attention	Any Fire
			Any Structural Disaster	Closing Of The Home
			Lost or Missing Child	Change in operating status
290-2-3-.14(1)(a)			All records related to any required report made available (audio, video, photos, written documentation, social media posts, other electronic information, etc.). DECAL may photocopy or reproduction of any record.	

290-2-3-.14(2)			Arrest or change in the Comprehensive Records Check Determination of any Provider/Employee/resident of Home; or the Fingerprint Records Check Determination of a Provisional Employee of the Home to the Department within 24 hours/next working day
290-2-3-.14(3)			Suspected child abuse/neglect reported to Department and DFCS within 24 hours/next working day
290-2-3-.14(4)			Notifiable Communicable Disease reported to Department and local County Health Department within 24 hours/next working day
290-2-3-.14(5)			Annual report to DECAL when requested

Rule Number	C	NC	<b>ANIMALS</b>	Comments
290-2-3-.11(1)(n)			Documentation of vaccination of all pets; Pets not allowed in areas with children except for learning experiences	
290-2-3-.11(1)(o)			Animals controlled to assure proper sanitation; No pit bulls, ferrets, poisonous snakes, or vicious animal permitted at any time; Horses & farm animals not within 500 ft of the home	

Rule Number	C	NC	<b>DISCIPLINE</b>	Comments
<b>290-2-3-.11(3)</b>			Discipline not detrimental to physical/mental health of children	
<b>290-2-3-.11(3)(a)</b>			No Physical/Sexual Abuse or sexually overt conduct	
			No Corporal/Physical punishment	
			No Shaking/Jerking/Pinching/Handling a child roughly	
			No Verbal Abuse or Humiliation	
			No Isolation in a Dark Room/Closet/Unsupervised area	
			No Use of Mechanical or Physical Restraints	
			No Use of Medication to Discipline/Control behavior	
			No Bathroom Use Restricted	
			No Toileting Accidents Punished	
			No Force Feeding/Food Withheld	
			No Naps Forced/Withheld	
			Children Do Not Discipline/Humiliate Others	
		Children Not Confined to Swing/Highchair/etc.		

Rule Number	C	NC	<b>FIRST AID KIT (*check expiration dates)</b>	<b>Home</b>	<b>Vehicle</b>
290-2-3-.11(1)(e)			Thermometer		
			Scissors		
			Tweezers		
			Gauze Pads		
			Adhesive Tape		
			Band-aids (assorted sizes)		
			Anti-bacterial Ointment*		
			Insect-sting Preparation*		
			Antiseptic Solution*		
		Triangular Bandage (for a sling)			



			Disposable Rubber Gloves		
			Cold Pack		
			Face Mask		
			Protective Eye Ware		
			Procedures for Handling Blood and Bodily Fluids		
			First Aid Manual		
290-2-3-.11(1)(e)			First Aid Kit inaccessible to children		

Rule Number	C	NC	<b>TRANSPORTATION</b>	Comments
<b>290-2-3-.11(2)(j)</b>			Driver w/ current driver's license	
<b>290-2-3-.11(2)(k)</b>			Child(ren) appropriately restrained (seat belts or car seats) when transported	
<b>290-2-3-.11(2)(l)</b>			Child(ren) not left unattended in a motor vehicle	
<b>290-2-3-.11(2)(m)</b>			Authorization for Emergency Medical Treatment maintained in vehicle	

Rule Number	C	NC	<b>CRIMINAL RECORDS CHECK</b>	Comments
290-2-3-.21(1)(a)			Provider/every actual and potential Employee/Provisional Employee and residents 17 yrs and older submit Records Check Application and fingerprints to site	
<b>290-2-3-.21(1)(b)</b>			Provider – valid and current sat. Comprehensive Records Check Det.; clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
<b>290-2-3-.21(1)(c)</b>			Employee – valid and current sat. Comprehensive Records Check Det (also for residents age 17+); clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
<b>290-2-3-.21(1)(d)</b>			Provisional Employee – valid and current sat. Fingerprint Records Check Det. & supervised by staff w/ sat. Comp (also for residents age 17+); clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
<b>290-2-3-.21(1)(e)</b>			No actual or potential Provider, Employee or Provisional Employee with an unsatisfactory Fingerprint Records Check Determination or Comprehensive Records Check Determination present	
290-2-3-.21(1)(f)			Valid evidence of sat. Fingerprint Records Check Det. for each Provisional Employee maintained in Home (electronic) employment/residency plus 1 yr	
290-2-3-.21(1)(g)			Valid evidence of sat. Comprehensive Records Check Det. for Provider and each Employee (SIT, Vol, IC, Res 17+) paper or electronic, employment plus 1 yr	
290-2-3-.21(1)(h)			Provider sat. Comprehensive RC Det. before 10/1/18	
290-2-3-.21(1)(i)			Prov Employee requests child abuse registry and CRC documents from another state and submit to Dept.	
290-2-3-.21(1)(j)			Prov Employee to become permanent Employee must have sat. Comprehensive Records Check Det.	
290-2-3-.21(1)(k)			Portability: Providers, Employees, & Provisional Employees (excluding SIT): Only most recent issued det letter eligible for portability and must be done electronically; Provider may accept sat. Fingerprint RC Det. for Provisional Employee or sat. Comp. RC for new Employee if Record's Check Clearance dated within preceding 12 months and no lapse form industry greater than 6 mths or change in sat. status	

290-2-3-.21(1)(l)			Portability: Students-in-Training: Only most recent issued det letter eligible for portability and must be done electronically; Provider may accept Sat. FP or Sat. Comp. RC for new hire if dated within preceding 24 months and evidence of education curriculum and no lapse form industry greater than 6 mths or change in sat. status	
290-2-3-.21(1)(m)1.			Recheck required if Employee or Provisional Employee arrested or charged for any covered crime	
290-2-3-.21(1)(m)2.			Recheck required if lapse of employment from industry lasted 6 mths or longer	
290-2-3-.21(1)(m)3.			Recheck required once every 5 yrs	
290-2-3-.21(1)(m)4.			Recheck required if Dept. requests	

Rule Number	C	NC	<b>STAFFING and SUPERVISION</b>	Comments
<b>290-2-3-.07(17)</b>			At least one Adult with sat. Comp. RC Det. supervising Children at all times. Plans for additional help if necessary. Seated within arm's length away from children 3 yrs and younger during mealtime	
<b>290-2-3-.07(18)</b>			Assistant (at least 16 yrs old) present when: -more than 3 children under 12 mths present -more than 6 children under 3 yrs present -more than 8 children under 5 yrs present	

Rule Number	C	NC	<b>PROVIDER QUALIFICATIONS</b>	Comments
290-2-3-.07(1)			At least 21 years of age	
290-2-3-.07(2)(a-g)			Current CDA or other Credential (effective 7/01/09 or thereafter)	
290-2-3-.07(3)			High School Diploma/GED (prior to 07/01/09)	
			<b>ALL STAFF QUALIFICIATIONS</b>	
290-2-3-.07(4)			Complete personnel file maintained for Provider, all Employees, Provisional Employees, Personnel, Staff, Students-in-training, Volunteers, Clerical/Housekeeping/Maintenance, other Support Staff	
290-2-3-.07(5)			Complete initial program orientation prior to assignment to children or task	
290-2-3-.07(6)			Initial program orientation covers all topics specified in the rule	
290-2-3-.07(7)			Staff complete the health and safety training within the first 90 days of employment. Includes all topics.	
290-2-3-.07(8)			Current CPR & First Aid training; Training must be completed w/ 90 days from hire date for provisional employees and employees (CPR – 2 yrs; FA – 3 yrs); trained staff must always be present in home or on vehicle	

290-2-3-.07(9)			Obtain 10 hrs. of approved training annually/proof of training in home	
290-2-3-.07(10)			Verification of no abuse or misconduct statement for ALL Staff	
290-2-3-.07(11)			All Staff able to perform job duties	
290-2-3-.07(12)			No false statements from all Staff	
290-2-3-.07(13)			Provide verification of mental/physical health as requested by Dept	
			<b>EMPLOYEES</b>	
290-2-3-.07(20)(b-c)			Informed of FCCLH Rules/Home's Policies	
290-2-3-.07(20)(d)			Participate in Orientation & Training	
			<b>PROVISIONAL EMPLOYEES</b>	
290-2-3-.07(18)(b-c)			Informed of FCCLH Rules/Home's Policies	
290-2-3-.07(18)(d)			Participate in Orientation & Training	
290-2-3-.07(18)(e)			Has sat. Fingerprint CRC Det. issued by Dept. on file or under continuous supervision by someone with valid/current Comprehensive RC Det.	
			<b>INDEPENDENT CONTRACTORS</b>	
290-2-3-.07(22)(a)			Considered Employee or Provisional Employee and meets CRC requirements in .21	
			<b>PARENTS</b>	
290-2-3-.07(23)(b)			Not solely responsible for children	
			<b>VOLUNTEERS</b>	
290-2-3-.07(24)(a)			Consistent must meet CRC requirements	
290-2-3-.07(24)(b)			Not solely responsible for children and under supervision	
			<b>STUDENTS-IN-TRAINING</b>	
290-2-3-.07(25)(a)			Considered Employee or Provisional Employee and meets CRC requirements in .21	
290-2-3-.07(25)(b)			Not solely responsible for children and under supervision	
			<b>Clerical, Housekeeping, Maintenance and Other Support Staff</b>	
290-2-3-.07(26)(a)1.			IF HAVE CONTACT WITH CHILDREN- considered Employee or Provisional Employee and must meet CRC requirements in .21	
290-2-3-.07(26)(b)1.			IF HAVE CONTACT WITH CHILDREN- do not have contact with children	
			<b>Compliance with Applicable Laws and Regulations</b>	

290-2-3-.07(27)			No criminal act committed in presence of child(ren) and comply with applicable laws and regulations	
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Rule Number	C	NC	<b>PROHIBITED SUBSTANCES</b>	Comments
290-2-3-.11(1)(l)			No Smoking on premises/in vehicle used to transport children during operating hours	