

Lorain County Community College
Teacher Education
Early Childhood Education

Instructions for completing the necessary paperwork

Who must complete these forms?

- Any student entering EDCT 111 or a course which has EDCT 111 as a prerequisite.
- Anyone with a teaching license who is taking ECED or EDCT 111 or EDCT 171 to renew a teaching license.

Why must I complete these forms?

- All ECED and EDCT 111/171 courses have required field observations that require students to visit child care centers in the community. The agency that licenses these centers, Ohio Jobs and Family Services (ODJFS) has strict guidelines pertaining to “anyone who is anytime involved in the care, custody or control of a child or is alone with a child or group of children”.

What are the forms and how do I complete them?

- **Medical form** to be completed by a MD, Physicians Assistant (P.A.) or nurse practitioner **only**. This physical must include a TB test which can be done for free at the Lorain County Health Department located at 9890 Murray Ridge Rd. Elyria, Ohio. (440-244-3017)
- **Copy of your high school diploma or GED.** (Transcripts from your high school are accepted as long as it states that you have graduated). **YOU CAN NOT BE IN THE PROCESS OF OBTAINING THIS CREDENTIAL!**
- **Three letters of reference:** These need to be typed and addressed to Kathy Head. Please do not forget to have the letter signed. The letter must include how long the person has known you, in what capacity, how well you work with children, and any other information they feel may be pertinent for a character reference. Family members and relatives would not be an appropriate choice to write these letters/
- **Read and complete the Childcare Conviction Statement.** Make sure the person who completed your fingerprints signs off at the bottom. By signing this form you are confirming you have never been convicted of a felony or a misdemeanor as listed.
- Read and sign the **Confidentiality and Liability Statement.** The confidentiality statement confirms that what you see when visiting early childhood centers will remain confidential except in the case of child abuse. Child abuse **MUST** be reported to the proper authorities immediately.

Background Check

All students in the ECE Program are to complete both a BCI and FBI background check.

BCI

Any student who is enrolled in EDCT 111 Introduction to Early Childhood Education pays a \$26.00 fee which covers the cost of this requirement. This is to be done at the security office on the LCCC campus. Take a photo ID and course schedule to show you are enrolled in EDCT 111.

FBI

This procedure can be done at the following places and must pay the required fee.

1. County Sheriff's Office (BCI & FBI)

9896 Murray Ridge Road

Elyria, Ohio 44035

PHONE: 440-329-3710

Hours of operation

MON-FRI. 8:00 a.m. - 6:00 p.m.

Cost \$30.00 money order

2. Education Service of Lorain County (BCI & FBI)

1885 Lake Ave.

Elyria, Ohio 44035

PHONE: 440- 324-5777

Hours of operation

MON and THURS. 9:00-11:00 a.m.

By appointment only

(If students want to get a group together and go they will work with you on the dates and times.

Cost \$34.00 cash, check or money order.

What do I do with all of this paperwork once it is completed?

Once you have all of the above forms completed take the originals to the PS 106 office and give it to Kathy Head. **YOU MUST MAKE COPIES OF EVERYTHING TO TAKE WITH YOU WHEN YOU GO ON YOUR OBSERVATIONS.**

THESE FORMS ARE GOOD FOR 4 YEARS. If a student is in the program for 4 or more years or leaves the program and returns they are required to update the forms.