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| Step | Section of Rule | Time | Comments |
| Ensure at least 18 y/oHolds high school diploma/GED | 5123-2-08 Section (J)(1) & (J)(2) | However long it takes to find diploma/GED & ID2 Day turnaround to get copy |  |
| Holds First Aid and CPR Certification | 5123-2-08 Section (J)(1) & (J)(2) | Red Cross Adult & Pediactric First Aid/CPR/AED: 5 hours, 18 minutes |  |
| Training Provided or arranged by agency provider | 5123-2-08(J)(3)/Appendix C | Up to provider |  |
| Training Provided by DODD | 5123-2-08(J)(3)/Appendix C | 3 hours, 45 minutes online8 hours in person |  |
| Person Specific Training | 5123-2-08(J)(3)/Appendix C | 1 hour per person on plan |  |
| Attempt to obtain references | 5123-2-03 (C)(1)(B) | Unknown |  |
| Check Databases | 5123-2-03 (C)(2)(A)(B)(C)(D)(E)(F)(G) | 15 minutes |  |
| Verify applicant has license and obtain driving records (for driving positions) | 5123-2-03 (C)(4) | 15 minutes to fill out and send |  |
| Request the Bureau of Criminal Identification conduct criminal records check | 5123-2-03 (C)(6) | Same day-4 days: varies by background check location, can work conditionally for up to 60 days once applicant submits statement required in (C)(5)(A) |  |
| **Total Time** |  | Minimum 10 hours 30 mins plus 1 hour per person trainingMaximum: ~6 Days, 14 Hours plus 1 hour per person training |  |
| **Additional Steps Providers May Require** | * Drug Testing
* Typical DOL Requirements/Paperwork
	+ I-9
	+ W-9
	+ Application
* Administrative Duties
	+ Payroll
	+ Employee Files
	+ Etc.
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