

Q: Where can a minor and/or Employer find forms to start the work permit process?

A: The four (4) documents needed are: Minor Wage Agreement, Minor Work Permit Pre-Application Form, Physician Certificate, Parent/Guardian Consent form. These forms can be printed off the website at www.com.ohio.gov go to the box entitled "Find Forms and Publications" Select A Category – Industrial Compliance, Select Wage Hour – Minor Labor and these documents will be listed by name for printing purposes.

Q: My minor is enrolled in Columbus City Schools, where would he/she go to obtain a work permit?

A: Central Enrollment Center, 430 Cleveland Avenue, Columbus, Ohio 43215, Phone: (614) 365-5763, Hours of Operation are 8:30 am to 4:30 pm, Monday through Friday, closed on all State Holidays.

Q: My minor lives in Ohio but he/she will be working in another state, where would the minor get the work permit?

A: The minor would follow that States labor laws. Call the Board of Education in that State to receive proper instructions.

Q: How does a minor get a work permit when school is out for the summer months?

A: Typically, there is staff at the school building or School District Office for this reason, but on a reduced hours schedule.

Q: Will the school need to keep paper copies of work permits?

A: No, work permits will be kept electronically in the computer system until the minor's 18th birthday and then be deleted.

Q: Can Charter Schools, Online Schools and Private Schools do their own work permits?

A: Yes, if the particular school does not have a User ID and Password the school may log on and get registered.

Q: Can a Superintendent and or Principal revoke a work permit?

A: Yes, the Superintendent and or Principal always has the right to issue, not issue or revoke a work permit.

Q: What if the minor is enrolled in ECOT?

A: ECOT can issue permits. Please call them at 1-888-326-8395 and press 1 for more information.

Q: Does a minor need a yearly physical to be employed?

A: Yes, there is an Ohio law that requires minor's to have physicals to work "the superintendent of schools may not issue an "age and schooling certificate" unless it has received a certificate from a

licensed physician “showing after a thorough examination that the child is physically fit to be employed.....” See Ohio Revised Code 3331.02 (A)(4)

Q: Will a Sports physical work when applying for a work permit?

A: Yes, as long as it is not over a year old.