

**LICENSE EXEMPT FACILITIES AND PROGRAMS
FOCUS INSPECTION
Highlighted Rules**

At the end of the inspection, review with the provider/person in charge. Have them sign and date the page.

		C=corrected NC=not corrected		1 st Follow-Up		2 nd Follow-Up		3 rd Follow-Up	
Corrective Action Needed	Due Date	C	NC	C	NC	C	NC	C	NC

Number of violations

If you don't show compliance by the due date, you may be assessed Civil Money Penalties.

Signature and Date

Review with the provider/person in charge. Note any needed updates.	
Name	Location Address
Facility ID Number	
Phone Number	
Email	
Contact Person	
Schedule	Inspection Date
	Start Time
	End Time
	Licensors(s)
Updates Needed	Notes

Assess compliance with the highlighted rules.				
			C=compliance NC=noncompliance M=Moderate H=High	
Number	Rule	C	NC	Risk
Exempt Application and Public Notice Required				
8-4(2)	Providers listed in this subsection shall submit to the department, each year the program is open for <u>business, an application</u> for verification of license exempt status on the form provided by the department. Expiration Date of the Current Exemption:			M
8-4(3)(a)-(b)	Providers listed in this subsection shall post, in a conspicuous location near the entrance of the provider's facility, <u>a notice prepared by the Department</u> that states that the facility is exempt from licensure and certification; and provides the department's contact information for submitting a complaint.			M
Background Check Requirements				
8-5(4)(a)-(b)	Before a new covered individual becomes involved with child care in the program, the provider shall use the CCL provider portal search to: verify that the individual has a current CCL background check, and <u>associate that individual with their facility.</u>			M
8-5(5)(a)-(e)	Before a <u>new covered individual</u> who does not show in the CCL provider portal search becomes involved with child care in the program, the provider shall: have the individual submit an online background check form and fingerprints for individuals age 18 years and older, authorize the individual's background check through the CCL provider's portal, pay all required fees, and receive written notice from CCL that the individual <u>passed the background check.</u>			H
8-5(13)	If a <u>covered individual fails to pass a CCL background check</u> , including that the individual has been convicted, has pleaded no contest, or is currently subject to a plea in abeyance or diversion agreement for a felony or misdemeanor, the provider shall prohibit that individual from being employed by the child care program or residing at the facility until the reason for the denial is resolved.			H
Notes				