

**LICENSE EXEMPT FACILITIES AND PROGRAMS** (updated 02/2021)

**ANNUAL UNANNOUNCED**

**ANNUAL ANNOUNCED**

**FOCUS**

**FOLLOW-UP**

**Review the facility information and note any needed updates. After the inspection, review violations and reminders. Have the person in charge sign and date this page.**

Name and Facility ID Number	Location Address
Phone Number	
Email	
Contact Person	
Schedule	Inspection Date
	Start Time
	End Time
	Licensor(s)

Notes – including information from Sticky Notes

Number of violations

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

Signature and Date



Number	Rule 8-	C	NC	NA	Correction Date	Risk
<b>Background Check Requirements</b>						
5(4) (a)-(b) U, A	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
5(5) (a)-(e) U, A	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
5(13) U, A	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						