

LICENSE EXEMPT FACILITIES AND PROGRAMS (last updated updated 09/2022)	
ANNUAL UNANNOUNCED	ANNUAL ANNOUNCED
FOCUS	FOLLOW-UP
Review the facility information and note any needed updates. After the inspection, review noncompliance and reminders. Have the person in charge sign and date this page.	
Name and Facility ID Number	Location Address
Phone Number	
Email	
Schedule	
	Start Time
	End Time
	Licensor(s)
Notes	
Number of Noncompliances The licensor reviewed the noncompliance(s) and explained that there must be compliance by the due date to avoid Civil Money Penalties.	
Signature and Date	

Complete the following.

Annual Unannounced and Annual Announced Inspections Only: Complete the NAICS Worksheet.
 The provider is not in NAICS or all individuals in the system passed the CCL background check.
 This is not an Annual Unannounced or Annual Announced Inspection.

Assess compliance with rules.

C=compliance NC=noncompliance NA=Not Assessed
 CDI=Corrected During Inspection M=Moderate H=High

Number	Rule 8-	C	NC	NA	Correction Date	Risk
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Exempt Application and Public Notice Required

4(2)	Providers listed in this subsection shall submit to the department, each year the program is open for business, an application for verification of license exempt status on the form provided by the department. Expiration Date of the Current Exemption:					M
4(3) (a)-(b)	Providers listed in this subsection shall post, in a conspicuous location near the entrance of the provider's facility, a notice prepared by the Department that states that the facility is exempt from licensure and certification; and provides the department's contact information for submitting a complaint.					M

Notes

Background Check Requirements

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 is eligible and associate that individual with their facility if the covered individual appears in the search.					M
5(5) (a)-(d)	Before a new covered individual who does not appear 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 old and older; authorize the individual's background check through the CCL provider's portal; pay any required fees ; and receive written notice from CCL that the individual is eligible.					H
5(6) (a)-(c)	To keep their background check eligibility current , the provider shall also ensure that a new background check form and fingerprints are submitted and authorized and fees are paid for any covered individual who has: resided outside of Utah since their last background check was completed; not been associated with an active, CCL approved child care facility within the past 180 days ; or has turned 18 years old and has not previously submitted fingerprints for a CCL background check. If the 18-year-old has previously submitted fingerprints for a CCL background check, only a new background check form will be required.					M
5(13)	If a covered individual is deemed not eligible by CCL, 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 background check finding is resolved.					H

Notes