

## **Overview of Licensing Reports**

Child care licensing consultants complete several types of reports. Each type of report and when they are written is listed below.

All child care providers are required to have a licensing notebook on-site and available during regular business hours. The notebook must include **all** licensing study and special investigation reports issued and related corrective actions developed after 5/27/10. Reports may be obtained by making a [Freedom of Information Act](#) request.

Prior to September 30, 2019 not all reports were online. To access reports from before September 30, 2019, you will need to make a [Freedom of Information Act](#) request.

Due to confidential information, some reports may be redacted prior to release.

### **Original Licensing Study Report**

An Original Licensing Study Report is the first report written for a new child care family home, group home or center. At the original inspection, a consultant reviews the licensing rules and regulations and makes sure the child care facility is in full compliance with the law and rules. The report includes basic information about the child care.

### **Addendum to Original Licensing Study Report**

Addendums to the Original Licensing Study Report are written when the licensee asks for a change to their license such as changing the space they use or the number of children they provide care for.

### **Renewal Inspection Report**

Licenses expire and have to be renewed every 2 years. Licensees send in applications to renew the license. Once an application is complete, there is an unannounced inspection of the home or center. The Renewal Inspection Report is written after the inspection and includes information about the inspection and any rule violations that were found.

### **Inspection Report**

If a license is not up for renewal during the calendar year, an unannounced interim inspection is completed. An Inspection Report is written after an interim inspection. Inspection reports include information about what was observed during the inspection and any rule violations that were found.

### **Confirming Letter**

Confirming letters are written after a consultant completes follow-up with a licensee. The follow up may be an on-site inspection, or to confirm information received from the licensee.

### **Special Investigation Report**

Special investigations are completed when a rule related complaint is made against a child care home or center. The Special Investigation Report includes information about the alleged rule violation, a written investigation, and findings related to the alleged rule violation.

### **Corrective Action Plan Approval Letter**

A corrective action plan is the licensee's plan to come into compliance with rule/law violations. Each corrective action plan includes information about the violation cited, the noncompliance observed, the licensee's plan to correct, and a date for completion.