



ANNOUNCEMENT: C-13 #01
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING
BUREAU OF CERTIFICATION SERVICES

ISSUE DATE: November 15, 2013
EFFECTIVE DATE: January 1, 2014
SUNSET DATE: On-Going

SUBJECT:	Announced Renewal Inspections Scheduled Within a 30 Day Range
TO:	Child Care Center Operators, Group Child Care Home Operators and OCDEL Staff
FROM:	Barbara G. Minzenberg, Ph.D. Deputy Secretary, Office of Child Development and Early Learning

A handwritten signature in black ink, appearing to read "BGM", is written over the bottom right portion of the table.

PURPOSE:

To provide information about the method by which Certification Representatives from the Office of Child Development and Early Learning, Bureau of Certification Services will schedule announced renewal inspections.

BACKGROUND:

Certification Representatives are required to visit and inspect, at least once in each year all child care centers and group child care homes (62 P.S. §911(a)(2)).

Beginning January 1, 2014, there will be a change in the way a Certification Representative will be scheduling renewal inspections at child care centers and group child care homes. When the Certification Representative contacts the Director/Primary Staff Person on or after January 1, 2014 to schedule the renewal inspection, the Certification Representative will inform the Director/Primary Staff Person that the renewal inspection will occur within a 30 day range in the future and before the expiration of the certificate of compliance. The inspection will no longer be scheduled for a specific date.

Please note that any scheduling calls made before January 1, 2014 will use the previous method of scheduling renewal inspections on a specific date known both to the Director/Primary Staff Person and the Certification Representative.

DISCUSSION:

Certification Representatives will work with the child care operator to determine dates that the Director/Primary Staff Person will not be available.

NEXT STEPS:

A. Child Care Center and Group Child Care Home Operators

- Child care center and group child care home operators should submit their renewal applications at least 30 days prior to the expiration date of their certificate.

B. OCDEL Bureau of Certification Services staff should:

- Send all the renewal notices to child care center and group child care operators when the renewal notice has been generated by the Certification and Licensing System (CLS).
- Include this Announcement with the renewal notices.

Comments and Questions Regarding this Announcement Should be Directed to the Provider's Regional Office of Child Development and Early Learning: North Central-Harrisburg Region: 800-222-2117; North Central-Scranton Region: 800-222-2108; Southeast Region: 800-346-2929; Western Region: 800-222-2149