

**LICENSE EXEMPT
DEPARTMENT OF WORKFORCE SERVICES (DWS) APPROVAL REQUIREMENTS**

Inspections

- 1) Before the initial approval, the director will have an announced inspection to assess compliance with the health and safety regulations. When non-compliance to any regulation is found during this inspection, the director will be given a date to come into compliance with the regulation(s). The approval will not be issued when the director does not show compliance with the regulation(s) by the required date.
- 2) During the exemption year, the director or the director designee will have an unannounced inspection to assess compliance with the health and safety regulations. When non-compliance to any regulation is found during this inspection, the director or the director designee will be given a date to come into compliance with the regulation(s). The approval will be deactivated when the director does not show compliance with the regulation(s) by the required date.
- 3) Before the expiration date of the approval, the director will have an announced inspection to assess compliance with the health and safety regulations. When non-compliance to any regulation is found during this inspection, the director will be given a date to come into compliance with the regulation(s). The approval will be deactivated when the director does not show compliance with the regulation(s) by the required date.
- 4) When there are concerns with compliance, the director or the director designee will have an unannounced inspection to assess compliance with the health and safety regulations. When non-compliance to any regulation is found during this inspection, the director or the director designee will be given a date to come into compliance with the regulation(s). The approval will be deactivated when the director does not show compliance with the regulation(s) by the required date.

Appeals

Providers can appeal any action taken by the Child Care Licensing staff by submitting a Child Care Licensing Appeal Request Form. The form is on the Child Care Licensing web page – childcarelicensing.utah.gov or can be submitted through the Child Care Licensing Portal.