

## Commonly Used Terms

**Conditional Certificate/License:** A conditional certificate/license may be issued by the Department when the provider fails to comply with the rules. The Department notifies the provider what corrections need to be made and during what time period. The conditional certificate is issued for a specific period of time, not to exceed one year.

**Deficiency:** A deficiency is an occurrence when a provider does not meet the expectations established in the written rule.

**Full Certificate/License:** A full certificate/license is issued to an applicant who has been in operation in the same location for over one year, and who has demonstrated the ability to comply with all applicable laws and rules.

**Plan of Correction (POC):** A Plan of Correction is a statement written by the provider which describes how and when any identified deficiencies will be corrected. The provider is required to submit an acceptable Plan of Correction (POC) within ten (10) days of receiving a Statement of Deficiencies. An acceptable POC must address how the rule violations will be corrected and when the corrections will occur. The Licensing Specialist will review the POC to determine if the plan to address the rule violations is acceptable. The provider will be contacted if the POC is unacceptable. If an acceptable POC is not returned or if the violations have not been corrected, licensing action may be initiated.

**Provisional Certificate/License:** A provisional certificate/license is issued by the Department to all new providers. A Provisional Certificate is also issued to a certified or licensed provider who moves to a new location.

**Statement of Deficiencies (SOD):** A Statement of Deficiencies (SOD) is a document that may be issued to a provider following an inspection or a complaint investigation. SODs are issued when there are significant rule violations or repeat violations. The SOD lists the rule along with information supporting why the facility was not in compliance with the rule.

**Temporary Certificate/License:** A temporary certificate/license is issued by the Department when a Family Child Care provider or licensed facility moves an existing group of children temporarily to a new location. This occurs in situations where relocation is sudden and unanticipated. The Temporary Certificate is issued until compliance with all rules is achieved and a Provisional Certificate can be issued.

**Void:** Failure to meet the conditions specified by the Department allows the Department to void a Conditional Certificate or License.

**Waiver:** A waiver is a document that grants a provider exemption from following a specific rule. Waivers for compliance with rules may be granted in some situations. A waiver may not be issued if the provision is mandated by statute. A waiver also cannot violate the Rights for Children in the rules. A request for a waiver must be made to the Department. The request for a waiver needs to include an explanation as to why the provision cannot be met. The request also needs to include an alternative method for how the provision can be met