PROCEDURES FOR EXTENSIONS OF TIME TO COMPLY

The owner, designated agent, primary caregiver, or director may submit a written Request for an Extension of Time to Comply when a plan of correction has been made to correct a violation of Stars criteria (such as loss of a master teacher or loss of accreditation) and additional time is needed to correct the violation.

The owner, designated agent, primary caregiver, or director submits Form 07LC074E, Request for Extension of Time to Comply (available at http://www.okdhs.org/services/cc/Pages/ChildCare.aspx or from any CCS personnel) along with all supporting documentation to the QRIS program administrator or designee before the end of the agreed-upon time frame for the correction of the violations. Supporting documentation may include: professional development certificates, transcripts, documentation from instructors or scholar coordinators, or correspondence from a CCS-approved accrediting agency.

The decision to approve an Extension of Time to Comply is made by the QRIS Program Administrator or designee. Approval of an Extension of Time to Comply does not set a precedent and each request is independently evaluated. The provider is notified of the decision in writing.

Information taken into consideration to determine whether to approve a request for an Extension of Time to Comply:

Date of Request
- Extension requests are made by filling out and submitting form 07LC074E, Request for Extension of Time to Comply, before the end date of the plan of correction.
- Extension requests received more than 10 days after the expiration of the plan of correction may not be approved due to not submitting timely.

Plan of correction and type of violation
- In order to request an extension of time to comply, a plan of correction must first have been in place for criteria not met.
- Documentation must show how the violation was unforeseeable and beyond your control.
- Extensions are not approved for ongoing professional development for an employment year.

Compliance
- The program’s record of compliance of numerous, repeated and/or serious non-compliance with applicable licensing requirements is taken into consideration in determining whether to approve the request.
- An extension is not approved for any program whose case is under review for possible reduction, denial, or revocation.
Master Teachers
• For additional extensions to be granted, programs must provide documentation of personnel who have been actively working toward master teacher qualifications since submission of the previous extension request.

Reasons for Extensions
• Extensions are only given when the violation was unforeseeable and beyond your control.
• Extensions are only given for violations related to Stars criteria.
• Extensions are not granted for violations that are easily corrected such as annual professional development or parent/personnel surveys.