

Licensing Specialist: _____ Phone: _____	Mailing Address: _____
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MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care

ANNOUNCED INSPECTION PREPARATION CHECKLIST

Child Care Centers and Letter of Compliance Facilities

This checklist is provided to help you prepare for your facility's routine announced inspection. Your Office of Child Care (OCC) Licensing Specialist will call you to schedule an appointment for that inspection.

At or before the time of the inspection, your Licensing Specialist will need to review all the forms and documents listed below. You can give these items to your Licensing Specialist during the inspection. However, your inspection will go more quickly if you complete and mail the items to your Licensing Specialist at least ten (10) days prior to the scheduled inspection date.

CHECKLIST OF REQUIRED FORMS AND DOCUMENTATION

(Get forms online at www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms or by calling your OCC Regional Office)

Form or Documentation Required	Operator (√ as completed)
OCC 1260 – Notarized Release of Information for:	
- All staff members and Operator (if the operator is an individual)	
- Each adult residing on the premises of the facility	
- Each trustee, manager, or board member who may have frequent contact with children in care (if operator is a corporation, agency, or other business entity)	
OCC 100 – Professional Development Plan(s), evidence of approved continued training as required for the Director, each Teacher (senior staff/group leader), Assistant Teacher and Aide (for COMAR 13A.16 centers only)	
Current and age-appropriate First-Aid/CPR staff certificate(s) to satisfy minimum required 1:20 ratio	
Current Fire Inspection results, if available	
Current and complete Personnel List (OCC 1203)	
Current and complete Staffing Pattern (OCC 1206)	
Evidence of Worker's Compensation Insurance coverage	
If applicable:	
- Satisfactory well and septic test results (if your facility has private water and/or sewage)	
- Each required local code approval (e.g., boiler, zoning, pool, etc.)	
- Current rabies vaccination for each dog and cat on the premises	

OCC 670 - Revised 10/08 - All previous editions are obsolete. This form is optional.