



What You Can Expect From Your Registration Specialist on an Inspection Visit

Your Registration Specialist should:

- ❖ Schedule all initial, full 50% inspection, and documentation review inspections in advance
- ❖ Make unannounced monitoring, complaint, and follow up inspections visits
- ❖ Sign in on the visitor's log
- ❖ Have photo identification from the Child Care Resource Network
- ❖ Identify the purpose of the visit
- ❖ Inspect your program for regulatory compliance with respect and integrity
- ❖ Conduct an exit interview and discuss all violations or potential violations found
- ❖ Leave an on-site inspection report for any violation observed
- ❖ Provide technical assistance regarding violations or any issues or concerns that arise
- ❖ Write up your inspection visit and submit for supervisory approval
- ❖ Contact you if a change has been made to your inspection as a result of supervisory review
- ❖ Mail an inspection letter and corrective action plan (if applicable) within 10 days of the inspection
- ❖ Follow up with you within 10 days of a serious violation/ 5 or more non emergency violations or after 30 days if an acceptable corrective action plan has not been received



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