

# DEL child care facility licensing compliance agreements

## What is a compliance agreement?

Department of Early Learning (DEL) licensors work with child care providers to help ensure children are in safe and healthy environments. Child care providers must follow state licensing rules, called Washington Administrative Codes (WAC).

A facility licensing compliance agreement is a plan of action that you and your licensor develop when you are not in compliance with WAC.

## When is a compliance agreement created?

Compliance agreements are generally created during monitoring visits with your licensor or in response to valid complaints. They may also be developed during other types of licensing visits or inspections.

## How is a compliance agreement created?

When a licensor finds a violation of WAC requirements, he or she will document the WAC associated with the issue and a description of what was found to be out of compliance. You will then be required to document your improvement plan for how you will correct the issues to maintain a safe and healthy environment for children.

After you and your licensor complete the

compliance agreement, you will be asked to sign the form. It is important that you fully understand and agree with the plan before you sign it.

Your licensor will leave a copy of the compliance agreement with you.

Once you have completed all the items on the agreement, you must sign and date the document and send it back to your DEL licensor. Licensing rules require that you keep a copy of the agreement for your records.

## Will my compliance agreement be posted on DEL's website?

Compliance agreements are posted on DEL's Child Care Check webpage at [www.del.wa.gov/check](http://www.del.wa.gov/check).

## What if I don't agree with my compliance agreement?

You and your licensor will work together to agree on a plan of action. However, if you do not agree with the compliance agreement after working with your licensor, you may request a supervisory review one of two ways:

- Calling your licensor's supervisor.
- Checking the box on the compliance agreement to request a review.



You have 10 business days from the date the agreement is signed to request a supervisory review.

The supervisor has 15 business days to conduct a formal review and let you know of the decision in writing. The supervisor will

review all available information and determine if the facts support the issue.

If you disagree with the outcome of the supervisory review, you may ask for a second review with the Licensing Regional Administrator (RA). If you disagree with the RA's review, you may request a final review by DEL's Statewide Licensing Administrator. This is the final step in the review process.

## Do I have formal due process rights if I don't agree with my compliance agreement?

A compliance agreement is not subject to a formal appeal process. Only licensing actions are subject to the appeals process, such as summary suspension, revocation or denial.



Washington State Department of  
**Early Learning**