

 Department of Health & Human Services		License Exempt Inspection Checklist				This inspection checklist is the tool OL licensors use to ensure consistency for every inspection. (Revised 6/2026)	
		Office of Licensing Division of Licensing and Background Checks					
Facility Name:		Facility ID:		Phone Number:		Notes / Sticky Notes	
Address:				Email Address:			
Contact:		Expiration Date of Approval:		Date of Last Inspection:			
Please Review The following items prior to the inspection: (Mark with a check mark if completed and make and necessary notes)					Please review the following items during the inspection: (Mark with a check mark if completed and make and necessary notes)		
☐	Provider Code of Conduct and Client Rights			☐	Ledger Balance Reviewed:		
☐	Facility Personnel Listed in UCCLAPP			☐	For Pre-Approval Inspections: Open CCL Website and show sample forms and Training page		
☐	Was previous technical assistance given within the last 36 months?			☐	For Annual Announced Inspections: Have the provider go to their CCL portal and submit a Renewal Request.		
Inspection Information							
- All areas that are inaccessible to children in care must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be compliant with all applicable rules during the inspection.							
- The licensor will email you this inspection checklist after the inspection is completed if requested.							
- These are initial observations and do not constitute a final inspection report.							
- An official inspection report will be sent to you once this inspection has been approved by OL management.							
- If the only rule noncompliances are documentation and/or records, please submit them to Licensing by the correction required date listed. A licensor may conduct a follow-up inspection to verify compliance and ensure compliance maintenance.							
- You may submit feedback on this inspection through your Child Care Licensing Portal or at https://dlbc.utah.gov/EvalForm.html							
Inspection Type:		Date:		Time Started:		Time Ended:	
Number of Rules to be Reviewed:			Name of Individual Informed of this Inspection:				
Licensor(s) Conducting this Inspection:				CCL Staff Observing Inspection:		The licensor reviewed compliance	☐

Rule	Rule Description							
Rule R430	R = Reviewed UR = Under Review (evidence of potential noncompliance was identified) CDI = Corrected during the inspection	R	UR	CDI	Compliance Required By Date:	Technical Assistance Given	Notes	
R430-8(4) Exemptions								
4(2)	A provider listed in this subsection shall submit to OL, each year the program is open for business, an application for verification of license exempt status on the form provided by OL.	☐	☐	☐		☐	Expiration Date of Current Exemption:	
4(3)(a)-(b)	A provider listed in this subsection shall post, in a conspicuous location near the entrance of the provider's facility, a notice prepared by OL that states that the facility is exempt from licensure and certification; and provides OL's contact information for submitting a complaint.	☐	☐	☐		☐		
R430-8(5) Background Check Requirements		R	UR	CDI	Date	Technical Assistance Given	Notes	
5(5)(a)-(b)	Before a new covered individual becomes involved with child care in the program, the provider shall use the OL provider portal search to: verify that the individual is eligible and associate that individual with their facility if the covered individual appears in the search.	☐	☐	☐		☐		
5(6)(a)-(d)	Before a new covered individual who does not appear in the OL provider portal search becomes involved with child care in the program, the provider shall: have the individual submit an online background check form and fingerprints for individuals age 16 years old and older; authorize the individual's background check through the OL provider's portal; pay any required fees ; and receive written notice from OL that the individual is eligible.	☐	☐	☐		☐		
5(7)(a)-(c)	To keep their background check eligibility current , the provider shall also ensure that a new background check form and fingerprints are submitted and authorized and fees are paid for any covered individual who has: resided outside of Utah since their last background check was completed; not been associated with an active, OL approved child care facility within the past 180 days ; or has turned 18 years old and has not previously submitted fingerprints for a OL background check. If the 18-year-old has previously submitted fingerprints for a OL background check, only a new background check form will be required.	☐	☐	☐		☐		
5(13)	If a covered individual is deemed not eligible by OL , including that the individual has been convicted, has pleaded no contest, or is currently subject to a plea in abeyance or diversion agreement for a felony or misdemeanor, the provider shall prohibit that individual from being employed by the child care program or residing at the facility until the reason for the background check finding is resolved.	☐	☐	☐		☐		

☐	Check IDs of Covered Individuals present during the inspection.						
R430-8-7. Licensing General Provisions		R	UR	CDI	Date	Technical Assistance Given	Notes
40-23	Any person who violates this rule may be subject to the penalties in Rule R380-600 and Title 26B, Chapter 2, Part 7, Penalties and Investigations.	☐	☐	☐		☐	
R380-80(5) Provider Code of Conduct and Client Rights		R	UR	CDI	Date	Technical Assistance Given	Notes
80-5(15)	Each provider shall prominently display a poster in each facility that notifies clients of their rights.	☐	☐	☐		☐	