

From: [OCDEL Bureau of Certification](#)
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Subject: An Important Message from The Bureau of Certification: Certification Inspection Instrument and Worksheets
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This email newsletter update provides helpful information from the Bureau of Certification.
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Certification Inspection Instrument and Worksheets for all Child Care Facility Types Renewal Inspections

For the past two months, COVID-19 has brought a unique set of challenges to the Pennsylvania Office of Child Development and Early Learning (OCDEL) and the child care community. In addition to supporting providers through these circumstances, the Pennsylvania Department of Human Services (DHS) and OCDEL have remained committed to the creation and finalization of the Certification Inspection Instrument (CII). The CII prioritizes the transparency of the child care regulations, and standardizes how they are applied, measured, and enforced consistently across Pennsylvania while supporting consistent documentation of inspection results and compliance. Please review these materials and if you have any questions, feel free to contact your local regional child care office.

OCDEL is releasing the new CII for Group Child Care Homes, Family Child Care Homes and School Age Child Care facilities and updates to the Center CII. In addition, the Child Care Provider Survey Facility Information Sheet and Disclosure Statement forms have been updated to be used by all facility types.

The CIIs accessed via the links below are for use in conducting a renewal inspection at a Child Care Center, Group Child Care Home, and Family Child Care Homes.

Please see the CII and related worksheets for your provider type. You can download and save the CII and worksheets. Certification Representatives will use these tools during renewal inspections. They are available on the [DHS website](#).

Universal Forms

Provider Survey/Facility Information Sheet: This document helps Certification Representatives prepare for your visit. It is available by clicking the link below and is sent or emailed in advance of a Renewal Visit. Program administrators may email the sheet to their Certification Representative in advance of their visit or have it completed and available when the Certification Representative arrives.

- [Provider Survey Facility Information Sheet](#) (PDF)

Disclosure Statement: This document replaces the former set of individual disclosure statements related to swimming, firearms, and consumer product safety.

- [Child Care Provider Facility Affirmation Statements](#) (PDF)

Certification Inspection Instrument (CII) and Worksheets 1, 2, and 3

The CII supports the consistent monitoring of Certification Regulations. Use this to support your own review of requirements related to: posted notices, required paperwork, transportation, ratio and supervision and physical site.

The worksheets help you monitor your own compliance related to staff and child records. Certification Representatives use these worksheets to document your compliance related to child and staff records.

Center:

- [Certification Inspection Instrument Center Renewal](#) (PDF)

Worksheet 1: Child Care Staff Data Sheet

- [Child Care Staff Data Center Renewal Worksheet](#) (PDF)

Worksheet 2: Child Records

- [Child Records Center Renewal Worksheet](#) (PDF)

Worksheet 3: Child Health Records:

- [Child Health Report Center Renewal Worksheet](#) (PDF)

Group Child Care Homes:

- [Certification Inspection Instrument Group Child Care Home Renewal](#) (PDF)

Worksheet 1: Child Care Staff Data Sheet

- [Child Care Staff Data Group Child Care Home Renewal Worksheet](#) (PDF)

Worksheet 2: Child Records

- [Child Records Group Child Care Home Renewal Worksheet](#) (PDF)

Worksheet 3: Child Health Records

- [Child Health Report Group Child Care Home Renewal Worksheet](#) (PDF)

Family Child Care Homes:

- [Certification Inspection Instrument Family Child Care Home Renewal](#) (PDF)

Worksheet 1: Child Care Staff Data Sheet

- [Child Care Staff Data Family Child Care Home Renewal Worksheet](#) (PDF)

Worksheet 2: Child Records

- [Child Records Family Child Care Home Renewal Worksheet](#) (PDF)

Worksheet 3: Child Health Records

- [Child Health Report Family Child Care Home Renewal Worksheet](#) (PDF)

School Age Child Care:

- [Certification Inspection Instrument School Age Child Care Renewal](#) (PDF)

Please Note: Use worksheets appropriate for your type of School Age Child Care Facility.

Webinar: *Launch of New Certification Tool: Certification Inspection Instrument (CII)*: Learn more about the Certification Inspection Instrument and Worksheets by watching the webinar. It is recommended to download and print the Certification Inspection Instrument (CII) tool before watching the video.

- [View the recorded webinar](#). (YouTube)

This information can be found on the [DHS website](#).

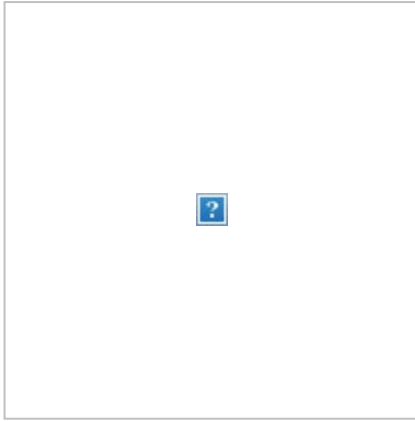
The Pennsylvania Office of Child Development and Early Learning supports families and their children, from prenatal through school age, by using data, research and stakeholder guidance to assure high quality services.

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