**Section 403.32 Request for Approval of Applicants under Section 403.31(c)(2) or (3)**

When a child welfare agency wants to hire as a child care supervisor an applicant with qualifications under Section 403.31(c)(2) or (3), the Workforce and Educational Transcript Review Committee (WETRC) shall make a recommendation and the Associate Deputy of Agencies and Institutions Licensing (Associate Deputy) or designee shall approve the applicant before an offer of employment can be made.

a) The child welfare agency’s Administrator or Human Resources Director shall submit, using a State of Illinois email account if one exists, to the Workforce and Educational Transcript Review Committee at DCFS.Licwrkforedu@illinois.gov the following documentation:

1) Official or certified copy of high school or undergraduate level educational transcripts;

2) Resume and/or application submitted by the applicant that details employment history by identifying all past employers, positions, responsibilities and respective dates related to applicant’s experience in child welfare;

3) An action plan specific to the applicant being considered for employment as a child care supervisor. The plan shall include:

A) 90-day probationary period;

B) Measurable objectives to strengthen the person’s knowledge and skills in conducting the responsibilities as a child care supervisor;

C) Training, including but not limited to:

i) Virtual Training Center (VTC) Curriculum;

ii) Mentoring;

iii) Job shadowing; or

iv) Additional time in supervision with a child care supervisor who meets the criteria under Section 403.31(c)(1).

4) Current copy of the child welfare agency’s accreditation standards addressing educational credentials and experience requirements for human resources.

b) Child welfare agency’s recruitment shall focus on attracting candidates for the child care supervisor position that meet the requirements of Section 403.31(c)(1). The agency must provide the WETRC as part of its request for approval the following documentation to show its recruitment efforts.

1) Child care supervisor job posting.

A) Posting shall state that a candidate with the qualifications listed in Section 403.31(c)(1) is preferred;

B) Posting may indicate that a candidate with the qualifications listed in Section 403.31(c)(2) or (3) is acceptable only if approved by the Associate Deputy or designee subsequent to a recommendation from the WETRC.

2) A summary of recruitment efforts other than a job posting;

3) An employee roster of all child care supervisors with the following information:

A) Current title;

B) Educational credentials;

C) Work experience; and

D) Hire date.

4) If an applicant with the qualifications listed in Section 403.31(c)(1) applied for the child care supervisor position but was not selected, the agency must provide a written statement indicating the reasons for not selecting the candidate.

(Source: Added at 46 Ill. Reg. 15249, effective August 26, 2022)