**Section 404.53 Request for Approval of Applicants under Section 404.52(c)(2) or (3)**

When a child care institution or a maternity center wants to hire as a child care supervisor an applicant with qualifications under Section 404.52(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 care institution’s or a maternity center’s Administrator or Human Resources Director shall submit, using a State of Illinois email account if one exists, to WETRC 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 404.52(c)(1).

4) Current copy of the child care institution’s or maternity center’s accreditation standards addressing educational credentials and experience requirements for human resources.

b) Child care institutions' and maternity centers' recruitment shall focus on attracting candidates for the child care supervisor position that meet the requirements of Section 404.52(c)(1). The child care institution or maternity center must provide to 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 404.52(c)(1) is preferred.

B) Posting may indicate that a candidate with the qualifications listed in Section 404.52(c)(2) or (3) is acceptable only if approved by the Associate Deputy or designee subsequent to a recommendation from 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 404.52(c)(1) applied for the child care supervisor position but was not selected, the child care institution or maternity center must provide a written statement indicating the reasons for not selecting the candidate.

(Source: Added at 46 Ill. Reg. 15266, effective August 26, 2022)