



Request for Exception to a Rule For Certified Child Care Facilities

Use one form for each request. Complete both sides. Keep a copy for your records.

An exception to a rule expires when the license expires, unless stated otherwise. A provider/operator/director may re-apply for an exception to a rule prior to or at renewal of the license. Send the exception request to your child care licensing specialist. The licensing specialist will review your request and return it to you for more information if you have not provided sufficient information for a decision to be made.

When complete, the licensing specialist will send the request to the regional manager. The regional manager will review and make the final decision, then present their finding for the denial, or will indicate any condition for approval. You will receive a copy of the exception request with the decision and a copy will be sent to the licensing specialist, which will be added to your license file.

A request does not guarantee an approval nor does approval set a precedent. You must comply with the rule until the exception to the rule has been approved or denied.

Date of Request: _____ Indicate the time period for which you are requesting this exception: _____

To be completed by Provider/Operator/Director:

Has there been a previous request from this facility for this exception? Yes No

If yes, give date of first exception approval: _____

Name of Facility: _____

Address: _____

Capacity: _____ Age Range: _____ Phone No: _____

Name of Provider/Operator/Director: _____ License No: _____

1. List the rule number and subject matter for which an exception is requested (e.g. OAR 414-300-0210 furniture):

2. What is your understanding of the intent of this rule?

3. Explain your reason for the request, and why you cannot or should not have to comply with this rule (Documentation may be attached).

4. Provide an explanation of how you will meet the intent of the rule and the needs of the children if this exception is approved (Documentation may be attached).

Child Development _____

Health _____

Fire Safety _____

Other _____

5. Describe any positive and/or negative effects this exception would have on children, if granted.

Positive _____

Negative _____

Signature(required): _____ **Position:** _____

Date of Request: _____