



STATE OF CONNECTICUT



Dear Director/Operator:

The Connecticut Office of Early Childhood is committed to working with providers to attain and maintain compliance with licensing requirements. One of the ways the Division is working to achieve this objective is through the technical assistance initiative. We believe that by working cooperatively with you, we can achieve our common goal of providing the best child care programs possible.

The Division of Licensing has adopted the definitions of “technical assistance” and “consultation” as defined in the National Association of Regulatory Administration (NARA) Licensing Curriculum 2000, Chapter 5, “Provider Support Services”, pp. 6-8.

“**Technical assistance**” means “explaining the intent and requirements of the rule and suggesting options generally available – or available in that provider’s particular situation – which would achieve compliance with the rule.” (P.7) “**Consultation**” means, “individualized assistance to achieve goals or to solve problems that are not related to attaining rules compliance.” (P.8)

The Division’s technical assistance initiative is tailored to the individual needs of a program. Within available resources, there are a variety of services in different formats that we offer to programs. One of the services we can offer to you includes technical assistance in the form of a scheduled observation and walk through visit at your request during your program’s hours of operation. In this instance a specialist conducts an on-site walk through and observation of your program and answers any questions you may have pertaining to child care regulations. Such a visit allows you and your staff to be made aware of what might be cited during a routine inspection.

If you have an interest in a specific regulatory area, you may request a regulatory workshop. Agency representatives will provide an overview of the regulation(s), explain, clarify and answer any questions you may have. In this instance, we would appreciate it if you had at least ten individuals who plan to attend the session.

The Division also provides a general forum to groups of **ten** or more individuals. This format provides an overview of the licensing, investigation, and enforcement processes. It also dedicates time for questions and answers and provides an opportunity for a general dialogue between you and Agency representatives. In addition, we also offer workshops at association sponsored conferences.

Other technical assistance that the Division offers includes determining physical plant requirements, completing required licensing forms, and reviewing program policies/procedures at your site or in our office during a workday. The Environmental Health Section of the Department of Public Health may also provide an overview of environmental hazards.

If you are interested in technical assistance, please complete the attached form and fax to the address and fax number listed below.

Sincerely,

Debra L. Johnson
Division Director
Division of Licensing

DIVISION OF LICENSING
TECHNICAL ASSISTANCE REQUEST
(FOR PROGRAMS THAT ARE ALREADY LICENSED)

I would like to request Technical Assistance. The format I am most interested in pursuing is the:

- Regulation Workshop
- General Forum Format (synopsis of licensing, investigation and enforcement)
- Other _____
- Conference Workshop

Program Name(s)

Name _____ License # _____

Address: _____

Town: _____

Program Contact Person: _____
(Director/Head Teacher/Operator)

Contact's Phone #: (_____) _____ **Estimated # of Staff:** _____

Preferred Location for Technical Assistance Visit: _____
(Town) _____

Preferred Dates and Times for Visit:	<u>Date(s)</u>	<u>Time</u>
1 st Choice	_____	_____
2 nd Choice	_____	_____
3 rd Choice	_____	_____

If you are interested in Technical Assistance, please complete this form and fax to (860) 326-0552 or mail to:

Connecticut Office of Early Childhood
Division of Licensing
450 Columbus Blvd., Suite 302
Hartford, CT 06103
Attention: Ashley McAuliffe