

A day in the life: Licensing Specialist

As a licensing specialist, my primary responsibility is to ensure that child care facilities meet state regulations and provide safe, quality care for children. Here's what a typical day in my role might look like:



Morning Tasks: Check emails, voicemails, and our childcare database for new tasks and assignments, which is used to plan site visits, meetings and follow ups.



Feedback & Guidance: After inspections, discuss findings with facility director, providing feedback and guidance on improving care quality.



Site Visits: Conduct inspections for new and existing child care facilities, focusing on compliance with health, safety, and educational standards.

Inspection Details: Review staff-to-child ratios, staff qualifications, verify background checks have been conducted on all staff, observe interactions, and the physical environment.

Provider Support: Answer inquiries, offer technical assistance, and process license applications or amendments.



Documentation: Record findings, prepare inspection reports, and develop corrective action plans if needed.



End-of-Day Tasks: Update records, plan future inspections, and ensure all documentation is accurate and complete.

Team Collaboration: Participate in team meetings to discuss policies, share insights, and collaborate on improving early learning standards.