

DCC 200 A

Division of Child Care

275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Phone: (502) 564-2524
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Complaint Report

The Division of Child Care (DCC) may monitor training events and Kentucky Early Care and Education Credentialed Trainers for compliance with 922 KAR 2:240. Per Kentucky Administrative Regulation 922 KAR 2:240 section 14 (1) "The cabinet shall revoke a Kentucky Early Care and Education Trainer's Credential from a trainer who falsifies a record." The Division of Child Care will review and retain confidentiality of all reported complaint information. An Early Care and Education provider or complainant, who, in good faith, suspects dishonest or fraudulent activity, should notify DCC and can do so anonymously. Investigation results **will not be disclosed or discussed** with complainant and all information received remains confidential.

In order to process the *Complaint Report*, you must provide the following information and attach:

- A copy of the training certificate if available (*A participant's name may be removed to protect confidentiality*).
- A copy of the training outline, session description, or brochure regarding the reported training event

Complaints must be submitted within thirty (30) days from the original date of the training event.

Please provide the following information in the space provided. (*Please print clearly*)

Name of Trainer(s)	Credential #	Expiration Date	Clock Hours Received
1.			
2.			
3.			

Training Event Title: _____ Date of Training: _____

Location of Training: _____
Street Address City State Zip

In the space provided, briefly describe the circumstances for the complaint:

Please submit all required documentation to the attention of Training Administrator, Division of Child Care, 275 East Main Street, 3C-F, Frankfort, Kentucky 40621.