

DCC-210
(R. 7/2025)

Division of Child Care

275 East Main Street, 3C-F
Frankfort, Kentucky 40621
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Trainer or Training Complaint Intake Form

The Division of Child Care (DCC) may monitor training events, and/or 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, fails to comply with the requirements of Section 11 or 12 of 922 KAR 2:240 regulations, or does not preserve the confidentiality of training and trainee records." <https://apps.legislature.ky.gov/law/kar/titles/922/002/240/>

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.

Complaints must be received within the same annual training year (July 1-June 30) or the trainees first year hire date. Please provide the following information in the space provided. *(Please print clearly)*

Name of Trainer(s)	Credential #	Expiration Date	Clock Hours Received

Training Event Title: _____ Date of Training: _____

Location of Training: _____
Street Address City State Zip

Or online format website: _____

Contact information for person submitting the complaint (optional) _____

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

Please submit all required documentation to the Professional Development Staff inbox: DCCPDStaff@ky.gov or, by mail to: attention of Training Administrator, Division of Child Care, 275 East Main Street, 3C-F, Frankfort, Kentucky 40621.

Signature of Staff Member receiving complaint _____

Date _____