



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Request for Extension of Time to Comply

Facility name		License number K8	
Street or P.O. Box mailing address		City	State Zip
Area code	Phone	Licensing specialist	

Requests **MUST**:

1. show how the violation(s) was unforeseeable and beyond your control; **and**
2. be submitted, **with all supporting documentation**:
 - 30 days prior to the agreed-upon time frame for correction of violations; or 30 days prior to the expiration of 1+ star;
 - to: Stars program manager
Oklahoma Child Care Services (OCCS)
P.O. Box 25352, Oklahoma City, OK 73125

I am requesting an extension of time to comply because additional time is needed to (check all that apply):

- move from 1+ to 2 star criteria completes Sections 1 & 3
- correct a star criteria violation for master teacher completes Sections 2 & 3
- correct a star criteria violation for accreditation completes Sections 2 & 3
- correct a star criteria violation for _____ completes Sections 2 & 3

Section 1. Move From 1+ to 2 Star Criteria

Date 1+ star achieved	Date 2 star work began	Date expected to be ready for 2 star
List your education plan, such as Certificate of Mastery		

List the reason(s) you are not yet ready to move to 2 star:

Section 2. Star Criteria Violations

List the reason(s) additional time is needed to meet the criteria.

Date your current plan of correction expires: _____

Section 3. Action

Date you expect to meet the criteria: _____

Describe your plans for meeting the criteria. Be specific

Are supporting documents, such as training certificates or transcripts, attached? Yes

I understand failing to submit a timely and/or incomplete request may result in the denial of my request.

Signature

Date

For Oklahoma Child Care Services use only			
Date received	Stars specialist	Extension granted Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of extension
Licensing specialist	Supervisor	County/zip	Number of request
Star level	Star history	Database update <input type="checkbox"/> Computer update <input type="checkbox"/>	Consultant
Other			