

Corrective Action:

- The owner/director has agreed to complete the Child Development Associate (CDA) Credential to meet program administrator qualification requirements.
- The owner/director has completed the required 120 hours of professional early childhood education training.
- The owner/director will complete the CDA Professional Resource Portfolio, including the Professional Philosophy Statement and Family Questionnaires **no later than June 30, 2026**. Sanford Children’s Child Services may assist with reviewing the completed portfolio.
- The owner/director will apply to the National Council for Professional Recognition using the online application process **no later than July 15, 2026**.
- The owner/director will complete the CDA examination **no later than September 30, 2026**.
- The owner/director may be required to participate in an on-site verification visit depending on the CDA exam score.
- The owner/director will obtain the CDA credential **no later than January 7, 2027**.
- If the owner/director cannot complete the CDA requirements by the expected achievement date, an individual that meets the qualifications outlined in ARSD 67:42:17:09 will be hired **by January 7, 2027**.

Supporting Evidence:

- Monthly check-ins will be completed by the Office of Licensing & Accreditation via phone or e-mail to monitor progress.
- The owner/director will submit documentation verifying completion of the CDA credential to the Office of Licensing and Accreditation upon receipt.

How Maintained:

The owner/director will ensure the CDA credential is renewed as required.

Position Responsible:
Rachel Wudel, Owner

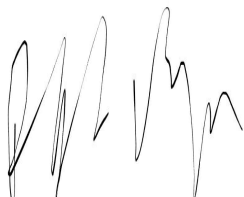
Expected Completion Date:
January 08, 2027

Date Completed:

SIGNATURES

Your signature below certifies you have read and understand the non-compliance findings and agree to make corrections to be compliant with the identified administrative rules.

Rachel Wudel
Provider Name



January 12, 2026

Signature of Provider

Date

The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.

Brooke Flemmer

Printed Name of DSS Staff



1/12/2026, 7:07:22 AM

Signature of DSS Staff:

January 12, 2026

Date

COMPLETION DETAILS

COMPLETION DATE:

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Printed Name of DSS Staff

Signature of DSS Staff:

Date