

Corrective Action:

The owner agrees to complete the Child Development (CDA) Credential online to meet program administrator qualification requirements.

- The owner has completed 120 hours of professional early childhood education training, consisting of approximately 90 modules, covering six instructional units, and will complete a CDA Professional Resource Portfolio.
- The owner will apply to the National Council for Professional Recognition using the online application process **no later than March 30, 2026**. At the time of application, the owner will upload the Professional Portfolio, the Professional Philosophy Statement and Family Questionnaires.
- The owner will complete the CDA examination **no later than April 30, 2026**.
- The owner will obtain CDA credential **no later than June 30, 2026**.
- If the owner is unable to complete the CDA requirements by the expected achievement date, an individual that meets the program administrator qualifications outlines in ARSD 67:42:17:09 will be hired **no later than June 30, 2026**.

Supporting Evidence:

- Monthly check-ins will be conducted by the Office of Licensing & Accreditation by phone or e-mail to monitor progress toward completion.
- The owner will submit documentation verifying receipt of the CDA Credential to the Office of Licensing & Accreditation upon completion.
- If the CDA requirement is not met by the established achievement date of **June 30, 2026**, the provider will notify the Office of Licensing & Accreditation of the individual who meets the program administrator qualifications and will submit documentation verifying that individual’s education and/or experience.

How Maintained:

The owner will maintain and renew the CDA credential as required.

Position Responsible:
Aleida Fairbanks, Owner

Expected Completion Date:
June 30, 2026

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.

Aleida Fairbanks

Provider Name



Signature of Provider

March 06, 2026

Date

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

Andrea Neff

Printed Name of DSS Staff



3/6/2026, 12:45:15 PM

Signature of DSS Staff:

March 06, 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