

- D. Duration and Renewal. A Child Care Workers Permit shall be valid for three (3) years from the date of its issue, unless revoked as herein provided.
- E. Child Care Workers Permit Suspension – Revocation. The Administrator shall have the right to suspend or revoke a valid Child Care Workers Permit at any time the holder of such permit violates any of the provisions of this Article.
- F. Display of Child Care Workers Permit. The original current Child Care Workers Permit shall be maintained at the child care center for each of its employees or staff members and shall be available for review upon the request of the Administrator.

Section 5.11 Child Care Worker Training Course and Instructor Certification

- A. A currently State certified Child Care Director or a representative from an authorized training organization may apply to the Administrator for certification as an approved instructor of the Child Care Workers Training Course. Application for certification shall be submitted on the form specified by the Administrator. The application shall be submitted with the proposed class curriculum and, if applicable, a copy of the applicant's valid State certification as a Child Care Director.
- B. Approved class curriculum shall include instruction on the following health and sanitation topics:
 - 1. Handwashing;
 - 2. Handling of food;
 - 3. Diaper changing and toileting procedures;
 - 4. Cleaning and sanitizing methods;
 - 5. Reportable illnesses;
 - 6. Child illness regulations and policies;
 - 7. Employee illness regulations and policies; and
 - 8. Indoor and outdoor safety checks.

- C. Upon approval of the proposed curriculum and verification of the information on the application, the Administrator shall certify the applicant as an approved instructor. Failure to provide all required information including material required for the approval of the curriculum or falsifying information required on the application may result in denial, suspension or revocation of the certification pursuant to the provisions provided in this Chapter. A City of Arlington Child Care Workers Training Course Instructor Certification shall be valid for five (5) years from the date of issuance unless suspended or revoked for violation of any of the provisions of this Article. Suspension or revocation shall occur pursuant to the provisions in this Chapter.

Section 5.12 Appeal of Permit or Certification - Denial, Suspension or Revocation

- A. Upon finding that the Child Care Center Permit, Child Care Workers Permit, or Child Care Workers Training Course Instructor Certification should be denied, suspended or revoked, the Administrator shall, within ten (10) days of the finding, notify the owner or person in charge in writing, specifying the result of the finding and the reasons therefore. The applicant may request a hearing before the Administrator.
- B. Notice of appeal shall be filed within twenty (20) days of the date of the written notice of denial, suspension or revocation.
- C. The appeal shall be conducted within twenty (20) days of the date on which the notice of appeal was filed with the Administrator.
- D. After such hearing, the owner or the person in charge that has had a permit or certification denied, suspended or revoked by the Administrator may appeal to the City Appeal Officer designated by the City Manager to hear such appeals.
- E. An appeal shall not stay the denial, suspension or revocation of a license, permit or certification unless otherwise directed by the Administrator.

Section 5.13 Permits - Non-transferable

No permit issued under this Article shall be used for any purpose other than the intent for which it was issued, nor be transferred or assigned to, or in any manner used by, any person, firm or corporation other than the one to whom issued by the Administrator.