**Section 403.34 Final Administrative Decision**

a) The Associate Deputy shall make the final administrative decision whether to approve or deny a request to approve an applicant with qualifications under Section 403.31(c)(2) or (3) for a child care supervisor position. The Associate Deputy or designee shall review the documentation received under Section 403.32 and the written memorandum with the WETRC's recommendation and shall issue a final written administrative decision within 5 business days of receiving the documentation for review under Section 403.33(b)(4).

b) The final written administrative decision of the Associate Deputy or designee is not appealable within the agency.

c) Upon issuance, the final written administrative decision shall be sent to the following:

1) Child welfare agency Administrator or Human Resources Director making the initial request;

2) Deputy Director of Licensing;

3) Chairperson of the Workforce and Educational Transcript Review Committee; and

4) The assigned Agencies and Institutions Licensing staff for requesting agency.

d) A final written administrative decision shall be issued within 10 business days from the meeting at which the WETRC reviewed the request. The request will not be considered automatically approved if the final written administrative decision is not reached within ten business days from the from meeting at which the WETRC reviewed the request. A written notification of an extension shall be sent to the child welfare agency Administrator or Human Resources Director making the initial request if an extension is needed to process the request.

(Source: Added at 46 Ill. Reg. 15249, effective August 26, 2022)