

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care
**Voluntary Surrender of a Letter of Compliance Certificate
in Lieu of an Enforcement Action
Statement of Understanding**

Initial each box

1. By signing this Statement of Understanding, I am freely and voluntarily surrendering the Letter of Compliance certificate to the Office of Child Care (OCC).	
2. When I voluntarily surrender the Letter of Compliance certificate, I shall immediately stop providing child care services as defined in Letter of Compliance regulations, COMAR 13A.17 because I am no longer allowed to provide legal child care in the State of Maryland unless I re-apply to the OCC and the OCC re-issues me a new Letter of Compliance certificate.	
3. I understand that I have forfeited or given up any of my rights to disagree with the findings of the OCC including giving up my right to appeal and to have my appeal heard before an impartial judge of the Office of Administrative Hearings.	
4. I understand that the OCC may notify parents of children in my care or anyone else deemed appropriate by the OCC that the Letter of Compliance facility is no longer licensed.	
5. I understand if I continue to provide child care services without a Letter of Compliance certificate, then I may be fined for operating a Letter of Compliance facility without a certificate.	
6. I have read the information contained herein or have had it read to me and I understand it. I have also initialed each statement indicating that I understand and agree with each statement.	
7. I still want to voluntarily surrender the Letter of Compliance Certificate. I am no longer going to provide child care services in the State of Maryland without first re-applying to the OCC and being approved by the OCC for the issuance of a new Letter of Compliance certificate. I also agree to voluntarily forfeit any appeal rights I may have in this matter.	

Letter of Compliance Agent

Date

Address

City

State

Zip Code

OCC Representative Signature/Title

Date