

Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings” (OMB Control Number: 0970-0617)

TITLE OF INFORMATION COLLECTION: Child Care Quality and Business Support Center, Events Registration Questions

PURPOSE: The purpose of this information collection is to obtain basic information about registrants for webinars and professional development training offered by the Child Care Quality and Business Support Center (CQBSC), formerly the National Center on Early Childhood Quality Assurance (NCECQA), which is funded by the Office of Child Care within the Administration for Children and Families. CQBSC provides training and technical assistance to states, territories, Tribes, and intermediaries in the areas of child care licensing; quality initiatives, including workforce strategies and professional development; financing, family child care, and supply building. The collected information will inform event planning.

DESCRIPTION OF RESPONDENTS: Respondents will include individuals who register for CQBSC’s events—mainly, state, territory, and Tribal staff that work on the Child Care and Development Fund (CCDF) program. Registrants may also include OCC partner organizations, such as nongovernment statewide organization staff, and nongovernment local or regional organization staff. Some respondents are individuals from households—mainly, families who are eligible for CCDF and caregivers.

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The information collected is not intended to be disseminated to the public¹.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Leatha Chun, Federal Program Specialist, Office of Child Care

To assist review, please provide the following information:

¹ The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

BURDEN HOURS

Burden is estimated for registration at CQBSC training and TA opportunities on an ongoing annual basis. The maximum estimated number of respondents each year is 7,360. Each person will complete only one registration form (i.e., one response per registrant.)

Instrument Title	Category of Respondent	No. of Respondents	Participation Time	Burden
Child Care Quality and Business Support Center Generic Registration for Gatherings	State, territory, Tribal governments	7,135	0.033 hours (2 minutes)	235 hrs.
	Individuals	225	0.033 hours (2 minutes)	7 hrs.
Totals		7,360	0.033 hours (2 minutes)	242 hrs.

FEDERAL COST: The estimated annual cost to the Federal government is \$1810.42

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

☒ Web-based or other forms of Social Media

☐ Telephone

☐ In-person

☐ Mail

☐ Other, Explain