

New License/Registration Issue Process

For Family Childcare, Group Childcare, Childcare Center, FFN Provider

Application for new programs

Available on-line and as a request from [Child Care Licensing](#) (CCL). [Child Care Resource and Referral](#) agencies will provide information as needed.

- NOTE: CCL has **30 days** to work all program applications (new and renewal)

Pre-Inspection

- Before providing childcare
 - Building, fire, sanitation review/inspection (Center only)
 - Consultation by CCL and completion of paperwork and background checks for all staff
 - Staff must submit new hire paperwork PRIOR to having FBI Fingerprint background checks sent to CCL. **Fingerprints CANNOT be accepted by CCL without New Hire paperwork!**

Provisional License/Registration issued for new programs (may provide child care)

- Follow-up inspection will occur within 90 days of receiving Provisional license

Regular License/Registration issued for new program:

- Based on full compliance for ALL staff and program requirements.

ANNUAL RENEWAL

- Programs must renew annually by their expiration date
- Renewal applications must be submitted a **minimum of 30 days prior to the expiration date**
- To avoid a lapse in the license, renewal applications **must** be complete and all staff requirements **current**