



Licensing Orientation for
New Child Development
Centers



Introduction

Introduction

- Welcome to the Office of the State Superintendent of Education's (OSSE) child care licensing online orientation for child development centers.
- Licensed child development providers offer safe, healthy and nurturing care to children in the District of Columbia. We thank you for your interest in becoming a licensed provider.
- This presentation will take approximately 1 hour to complete. This is an overview of the licensing requirements and the licensing process. It does not include all regulations or requirements so it is important that you review all licensing regulations.
- Please note: Prospective applicants who require special accommodations and/or language access may schedule a one-to-one orientation with the licensing team. For more information or questions, please call the licensing unit at (202) 727-1839 and request to speak with the licensing specialist on duty.

Instructions

- To prepare for your orientation session, please download the Final Rulemaking for the Licensing of Child Development Facilities (the Final Rulemaking) using the link below.

osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Final%20Rulemaking%20for%20the%20Licensing%20of%20Child%20Development%20Facilities.pdf

- Regulation numbers are cited in the bottom right corner of slides throughout the orientation. Please use these citations to review the applicable regulations in the Final Rulemaking.
- Read each slide in its entirety and write down your questions.
- Print the results of the quiz once you have completed the orientation.
- Feel free to contact the licensing specialist on duty to answer your questions once you have completed the orientation. To contact the licensing unit, please call (202) 727-1839.

Purpose of the New Regulations

- On Dec. 2, 2016, OSSE published a Notice of Final Rulemaking in the *DC Register* (63 DCR 50) updating the regulations governing the licensure of child development facilities throughout the District of Columbia.
- The purpose of the Final Rulemaking is to ensure that care and education provided in a licensed child development facility in the District is safe and supports children's healthy development and future academic achievement and success by establishing the minimum requirements necessary to protect the health, safety, welfare and positive development of children in care.
- The Final Rulemaking updates the District's regulatory framework for child development facilities to reflect current research and best practices in child development, to comply with the federal the Child Care and Development Block Grant Act of 2014 (CCDBG Act) and incorporates relevant District laws and regulations that impact child development facilities.

Orientation Agenda

1. About OSSE's role in licensing
2. Definition of a child development center
3. Licensing regulations
4. Licensing exemptions
5. Space requirements
6. Staff qualifications
7. Supervision requirements
8. Health, safety and welfare
9. Resources and supports
10. Licensing timeline
11. Licensing process
12. Orientation questionnaire



OSSE's Role

Child Development Facility License

- Child development facility licenses in the District of Columbia are issued by OSSE's Division of Early Learning (DEL).
- OSSE is the regulatory authority for child care licensing in the District and is responsible for licensing and monitoring child development facilities to ensure the health, safety, welfare and positive development of children who receive services in licensed facilities.

5A DCMR, Chapter 1, 100





Child Development Center Definition

Child Development Center Definition

A child development center is defined as a facility located in premises other than the residence of the operator of the facility that serves more than 12 children.

This definition encompasses facilities generally known as child care centers, preschools, nursery schools, before- and after-school programs, and similar programs and facilities.

5A DCMR, Chapter 1, 199



Licensing Regulations

Licensing Regulations

The District of Columbia's Child Development Facility Regulations are listed in the District of Columbia Municipal Regulations (DCMR), Title 5A, Chapter 1.

Prior to beginning the licensing application process, review DCMR, Title 5A, Chapter 1. Understanding the regulations is an important part of successfully navigating the licensing process and ensuring successful completion of facility licensing.

A summary of the licensing regulations is available at the following link:
osse.dc.gov/publication/summary-and-overview-final-rulemaking-licensing-child-development-facilities.



Licensing Exemptions

Licensing Exemptions

The following child development services shall be exempt from obtaining a license to operate a facility:

- Occasional babysitting in a babysitter's home or a child's home for the children of one family;
- Care provided in a child's home by a caregiver paid for by a child's family;
- Care provided for more than one child in a nanny share, as defined in this chapter;
- Informal or occasional parent-supervised play groups;
- Adult gyms or clubs that provide temporary babysitting as a benefit for members to utilize services;
- Adult education programs that provide child care services while parent(s) are on the same campus as the child temporarily attending a class or education program;

5A DCMR, Chapter 1, 101.5

Licensing Exemptions

The following child development services shall be exempt from obtaining a license to operate a facility:

- Child-centered businesses that solely provide sessions, classes or activities including, but not limited to, tutoring, music, dance, sport or art, while parent(s) or guardian(s) remain on the business' premises;
- Care provided in places of worship during religious services;
- Care provided by a related person, as defined in this chapter;
- Facilities operated by the federal government on federal government property, except that a private entity utilizing space in or on federal government property is not exempt unless federal law specifically exempts the facility from the District of Columbia's regulatory authority;

5A DCMR, Chapter 1, 101.5

Licensing Exemptions

The following child development services shall be exempt from obtaining a license to operate a facility:

- A District of Columbia public school or public charter school providing education services to children in grades pre-K-3 through grade 12 during a full school day;
- A private school providing education services to children in grades pre-K through grade 12 during the full school day;
- A community-based organization providing only pre-K education services to pre-K age children pursuant to the Pre-K Enhancement and Expansion Amendment Act of 2008 and funded by OSSE;
- Facilities that provide only before-school care, only after-school care, or only summer camp to school-age children; and
- Facilities otherwise exempted by law.

5A DCMR, Chapter 1, 101.5



Space Requirements

Indoor Space Requirements

Indoor program space must be kept clean, sanitary, safe and in good repair. All spaces must be free from hazardous material and storage for poisonous material (i.e., paint, cleaning supplies, etc.) must be locked at all times.

Facilities must maintain the following space:

- 45 square feet of program space per infant
- 35 square feet per toddler and child (unencumbered space)
- 45 square feet per child (encumbered space)
- One toilet and sink per 10 children
- Separate staff restroom required
- Isolation area for sick children
- Age-appropriate toys and furniture, that are safe, in good repair, clean and non-toxic, etc.

5A DCMR, Chapter 1, 122 123

Indoor Space

Children younger than age 2, or non-ambulatory children, may only occupy space:

- On the street level; and
- That has two means of egress.

If the means of egress involve steps, has ramps to enable staff to put children in evacuation cribs or flat strollers to roll them out in event of an emergency. Unless the lack of ramp at any egress has been approved by Fire and Emergency Medical Services (FEMS).

5A DCMR, Chapter 1, 163

Outdoor Space

All children should be given regular opportunities for outdoor play, in a safe, developmentally appropriate outdoor environment.

If an outdoor play space is not available on the premises, the provider shall ensure that all enrolled children are given regular opportunities for safe play at a nearby park, playground or rooftop play space.

This play space shall be at:

- An enclosed yard on the facility premises;
- A nearby park or playground; or
- A rooftop play space that meets the licensing requirements.

Outdoor Space

On-site outdoor activity spaces must have:

- 60 square feet per child
- Fall resilient material (i.e., wood chips, rubber padding, etc.)
- Age-appropriate equipment that conforms to the standards established by the US Consumer Product Safety Commission/ American Society for Testing and Materials
- Area enclosed by fence or natural barrier shall be at least 4 feet high, with a space no larger than 3.5 inches between its bottom edge and ground

5A DCMR, Chapter 1, 163



Staff Qualifications

Center Director

The following requirements apply to all child development facilities:

- A center director shall be physically present at the facility at all times during the center's peak hours of operation when the majority of children are present and maintain on the premises a record of days and actual hours of work at the facility.
- The center director may be absent from the facility if he or she has designated an authorized representative of the child development facility, who shall be physically present at the facility when the center director is absent. This authorized representative must meet all the qualification requirements of a center director and who assumes full responsibility for the facility's management and operations in the absence of the center director.

5A DCMR, Chapter 1, 164.10

Center Director Qualifications

A center director shall meet one of the following qualification requirements:

- Have earned a bachelor's or more advanced degree from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation, with at least 15 semester credit hours, or its recognized equivalent, in early childhood development, early childhood education, elementary education or early special education and at least one year supervised experience working with children in a licensed District of Columbia child development center or its equivalent in another jurisdiction;
- Have earned an associate degree from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation, with a major in early childhood education or early childhood development, and has at least three years supervised occupational experience working with children in a licensed District of Columbia child development center or its equivalent in another jurisdiction; and provided that he or she earns a bachelor's or more advanced degree as described in Subsection 164.1(a) within six years of the effective date of this chapter; or

Center Director Qualifications

A center director shall meet one of the following qualification requirements:

- Have earned at least 48 credit hours from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation, with at least 15 semester credit hours, or its recognize equivalent, in early childhood education or early childhood development, and have at least four years of supervised occupational experience working with children in a licensed District of Columbia child development center or its equivalent in another jurisdiction; and be employed as a qualified center director in a licensed child development center in the District of Columbia on the effective date of these regulations, provided that the center director achieves compliance with (a) or (b) within no more than six years following the effective date of these regulations; or
- For a Montessori school director, earned a Montessori certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education, National Center for Montessori Education, American Montessori Society, or the Association Montessori International, and have at least three years of supervised occupational experience working with children in a licensed District of Columbia child development center or its equivalent in another jurisdiction.

5A DCMR, Chapter 1, 164

Teacher Qualifications

A teacher in a child development center shall be at least 18 years of age and shall either:

- Have earned, an associate or more advanced degree from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation, with a major in early childhood education, early childhood development, child and family studies, or a closely related field;
- Have earned an associate or more advanced degree from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation, with a major in a field other than early childhood education, early childhood development, or child and family studies, earned at least 24 semester credit hours, or its recognized equivalent, from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation in early childhood education, early childhood development, child and family studies, or a closely related field, and have at least one year of supervised occupational experience working with children in a licensed District of Columbia child development center or its equivalent in another jurisdiction

5A DCMR, Chapter 1, 165

Teacher Qualifications

A teacher in a child development center shall be at least 18 years of age and shall either:

- Have earned at least 48 semester credit hours, or its recognized equivalent, from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation, of which 15 semester hours, or its recognized equivalent, shall be in early childhood education, early childhood development, or child and family studies, and has at least two years of supervised occupational experience working with children in a licensed District of Columbia child development center or its equivalent in another jurisdiction; provided that he or she earns an associate degree as described in (a) or (b) by **Dec. 2, 2023**;
- Have earned a high school diploma or its equivalent and a current Child Development Associate (CDA) credential, which specifies that the individual is qualified for the assigned age classification; provided that he or she earns an associate degree in compliance with (a) or (b) by **Dec. 2, 2023**.

Teacher Qualifications

A teacher in a child development center shall be at least 18 years of age and shall either:

- For a Montessori school teacher, have earned an associate degree from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation, and a Montessori certificate issued by the National Center for Montessori Education, American Montessori Society, or the Association Montessori International, or a program accredited by the Montessori Accreditation Commission for Teacher Education.

Assistant Teacher Qualification

An assistant teacher in a child development center shall be at least 18 years of age and shall either:

- Have earned an associate or more advanced degree from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation;
- Have earned a high school diploma or its equivalent, and have a current CDA credential, which specifies that the individual is qualified to serve as an assistant teacher for the age classification with whom he or she will work;
- Have earned a high school diploma or its equivalent, and certification of training and competence in the field of early childhood education or early childhood development from a duly authorized vocational high school; provided that he or she earns a CDA credential by **Dec. 2, 2023**.

5A DCMR, Chapter 1, 166

Assistant Teacher Qualification

An assistant teacher in a child development center shall be at least 18 years of age and:

- Have earned a high school diploma or its equivalent and have at least one year of supervised occupational experience working with children in a licensed District of Columbia child development center or its equivalent in another jurisdiction; provided that he or she earns a CDA credential by **Dec. 2, 2023**.
- For a Montessori school assistant teacher, have earned a minimum of 20 hours of Montessori specific training, completed an orientation program specific to the school, and works under the supervision of a Montessori credentialed lead teacher.

A DCMR, Chapter 1, 166

Effective Dates and Implementation Timeline

Staff qualifications: New staff qualifications for center directors, teachers and assistant teachers have varying compliance deadlines depending on the position and current level of staff education:

- Center Directors*: Bachelor's degree in early childhood education or a bachelor's degree with at least 15 semester credit hours in early childhood by **Dec. 2, 2022**
- Teachers*: Associate degree in early childhood education or an associate degree with at least 24 semester credit hours in early childhood by **Dec. 2, 2023**
- Assistant Teachers: CDA by **Dec. 2, 2023**

*The regulations provide a waiver option for directors and teachers that have been in this type of position consecutively for the past 10 years.

Staff Suitability

A licensee shall maintain a qualified workforce comprised of individuals who are committed to promoting and ensuring the health, safety and welfare of the children in their care.

- Drug and alcohol testing program that conforms to the requirements, set forth in this chapter pursuant to Sections 2031 et seq. of CYSHA (DC Law 15-353; DC Official Code §§ 1-620.31 et seq.)
- Traffic records check through the applicable Department of Motor Vehicles (if applicable)
- Criminal background checks and suitability determination process through OSSE (FBI, state police, National Sex Offender Registry, and child abuse and neglect registries)

5A DCMR, Chapter 1, 132, 133, 134

Criminal Background Checks

The suitability of current or prospective staff member of a licensee shall be assessed through completion of fingerprinting and a criminal history check through OSSE.

Criminal background checks include:

- An FBI fingerprint check using Next Generation Identification;
- A search of the National Crime Information Center's National Sex Offender Registry; and
- Search registries, repositories or databases in the state where the staff member resides and each state where such staff member resided during the preceding five years.

Drug and Alcohol Testing

A licensee shall establish mandatory drug and alcohol testing policies and procedures that provide the following:

- All testing programs shall conduct tests:
 1. Prior to employment;
 2. Upon an employee's reasonable suspicion referral; and
 3. Post-accident, as soon as reasonably possible after the accident.
- Compliance with other District and federal rules specifically applicable to employees of a child development facility.

5A DCMR, Chapter 1, 136

Trainings and Certifications

- Each child development facility shall have - at all times - at least two staff members who possess current certification in CPR and first aid for children and the prevention, recognition and management of communicable diseases.
- Sudden Infant Death Syndrome (SIDS) if applicable
- A licensee who stores, prepares, handles and serves food shall be responsible for following the requirements consistent with the District of Columbia Municipal Regulations, including obtaining all requisite certifications or licenses as required under the applicable laws and regulations of the District of Columbia.
- Obtain Food Protection Manager Certificate from DC Health

5A DCMR, Chapter 1, 150.1; 139; 155.4



Supervision Requirements

Supervision

Children shall be supervised at all times while at the facility by responsible staff and volunteers who can see and hear the children including but not limited to when they are napping or sleeping, on the playground, on field trips, on vehicular and non-vehicular excursions, and during all water activities.

5A DCMR, Chapter 1, 120.1

Supervision

- Adult-to-child ratios and group sizes are established to ensure the health and safety of all children.
- Children shall be supervised while at the facility by responsible staff and volunteers who can see and hear the children at all times including, but not limited to, when they are napping or sleeping, on the playground, on field trips, on vehicular and non-vehicular excursions, and during all water activities and water play activities.
- Except as otherwise provided for in this section, volunteers shall not be used to meet adult-to-child ratio requirements. Only employees responsible for directly providing care of, or supervision or guidance to, children shall be counted in the adult-to-child ratios.

5A DCMR, Chapter 1, 120

Supervision – Staff Coverage

Each child development center must have at least two staff for each group at all times.

- Director and teacher
- Teacher and teacher assistant
- Teacher and teacher



5A DCMR, Chapter 1, 121.8

Supervision Requirements

The facility shall maintain the adult-to-child ratios and group sizes as specified herein:

| AGE OF CHILDREN | ADULT/CHILD RATIO | MAXIMUM SIZE OF GROUP |
|-----------------|-------------------|-----------------------|
| 0-24 months | 1:4 | 8 |
| 24-30 months | 1:4 | 12 |
| 30-48 months | 1:8 | 16 |
| 48-60 months | 1:10 | 20 |

5A DCMR, Chapter 1, 121.3

Ratio Requirements

- When children of different ages are combined in one group, the adult/child ratio for the youngest child shall apply except as provided in Sub-sections 121.10 and 121.13 to 121.15.
- Even if you do not have the maximum number of children in a group, there must be at least two staff members with each group at all times.

5A DCMR, Chapter 1, 121.6

Ratio Requirements

For centers providing out-of-school-time care to children of legal school age:

| AGE OF CHILDREN | ADULT/CHILD RATIO | MAXIMUM SIZE OF GROUP |
|-------------------|-------------------|-----------------------|
| Under 6 years | 1:12 | 24 |
| 6 years and older | 1:15 | 30 |

5A DCMR, Chapter 1, 121.3 (b)



Health, Safety and Welfare Requirements

Health, Safety and Welfare Requirements

Each child development facility shall locate its diaper-changing area so that it is in close proximity to a source of warm running water and soap and is not in or near the facility kitchen area.



5A DCMR, Chapter 1, 145

Health, Safety and Welfare Requirements

Each child development facility shall establish, implement and display a written policy regarding hand washing, which addresses:

- When hand washing is required for staff and for children
- Specific hand washing procedures



5A DCMR, Chapter 1, 144

Cots and Cribs

Each child development facility must provide every child enrolled in a full day program with an individual crib or cot.

- Children may not share bedding.
- Bedding must be kept clean and sanitary at all times.
- Cribs and cots should be sufficiently separate from play space.
- When in use, each crib or cot should be 2 feet apart from any other cot, 2 feet from windows, and 2 feet from radiators on all sides.

Blankets are to be provided by the facility or child's family.

- No child may sleep on a bare, uncovered surface.



5A DCMR, Chapter 1, 126

Required First Aid Supplies

For every 25 children each facility shall maintain a transportable and non-transportable quantity of required first aid supplies.



5A DCMR, Chapter 1, 150

Health, Safety and Welfare Requirements

- The child development facility shall ensure that no person, including staff, parents and visitors, smoke or use tobacco products within the program space.
- During hours of operation, all tobacco products must remain out of the reach of children at all times.
- When children are in the care of the facility, or off-site, no staff member shall consume or be under the influence of alcoholic beverages or use illegal drugs.

5A DCMR, Chapter 1, 142

Firearms

A licensee shall ensure that no firearms or other weapons are on the facility's premises, with the exception of those licensed and appropriately in the possession and control of armed security guards authorized to protect the facility premises.

5A DCMR, Chapter 1, 142.7

Transportation Requirements

Each child development facility that owns, operates or maintains one or more motor vehicles used for transporting children shall comply with all applicable federal and District of Columbia laws and regulations governing the maintenance and operation of motor vehicles and the transportation of children.

5A DCMR, Chapter 1, 158

Examples of Items Not Permitted

- Infant walkers
- Crib gyms
- Collapsible cribs
- Playpens
- Projectile toys



5A DCMR, Chapter 1, 126.5



Resources and Support

Licensing Regulations

Please remember, this orientation offers highlighted information and requirements, but you must read the DCMR Title 5A, Chapter 1 carefully to understand all the applicable regulations. Read the regulations here: osse.dc.gov/service/early-learning-regulations-and-policies

Resources and Support

Once you have submitted an application for licensing, you will be assigned to a licensing specialist.

The licensing specialist will:

- Answer questions regarding documents and processes required when applying for a license;
- Provide you information regarding other agencies needed to complete the child care licensing application; and
- Provide guidance and technical assistance prior to and after you receive your license.

To contact the licensing unit, please call (202) 727-1839.

Resources and Support

Forms and additional information can be found on the OSSE website.

- Licensing: osse.dc.gov/service/licensing-and-compliance
- Regulations and policies: osse.dc.gov/service/early-learning-regulations-and-policies
- Summary of licensing regulations: osse.dc.gov/publication/summary-and-overview-final-rulemaking-licensing-child-development-facilities
- Professional development: osse.dc.gov/service/early-learning-services-providers-professional-development
- Healthy Tots: osse.dc.gov/node/1132611
- Subsidy program: osse.dc.gov/page/subsidy-program
- ECE Help Desk: ECEHelpdesk@dc.gov or (202) 478-5903



Licensing Timeline

Licensing Timeline

- The licensing process takes approximately one to three months. The timeframe in which an applicant receives a license varies based on the applicant's availability and the timeframe it takes for the applicant to correct any identified deficiencies.
- The licensing process and timeline can be found at:
[osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/Licensing%20Process%20Graphic 3%20Year Final.pdf](https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/Licensing%20Process%20Graphic%203%20Year%20Final.pdf)

5A DCMR, Chapter 1, 103



Navigating the Licensing Process

Overview

The licensing process consists of the following steps:

- Complete orientation
- Obtain permits and certificates
- Submit application and fees
- Prepare for initial inspection
- Initial inspection
- Prepare for follow-up inspection (if needed)
- Validation visit
- Issuance of child development facility license

Step 1: Complete Orientation

Complete orientation and review of the licensing regulations.

- View the online licensing webinar.
- Successfully complete the orientation questionnaire.
- Print orientation completion certificate (submit with initial application).
- Begin the application package for child development facility licensing.

*Please note: Prospective applicants who require special accommodations and/or language access may schedule a one-to-one orientation with the licensing team. For more information or questions, please call the licensing unit at (202) 727-1839 and request to speak with the licensing specialist on duty.

5A DCMR, Chapter 1, 103

Step 2: Obtain Permits and Certificates

- Child development facilities must obtain a **Certificate of Occupancy Permit (COP)**.
- A COP or other succeeding form of equivalent proof that the premise(s) comply with all applicable federal and District of Columbia building, fire-safety, construction and zoning laws, regulations and codes and that the premise(s) are fit and suitable for the operation of a child development facility, issued by the District of Columbia Department of Consumer and Regulatory Affairs (DCRA).

5A DCMR, Chapter 1, 103.5 (a)

Obtain Permits and Certificates

A COP can be obtained from:

Department of Consumer and Regulatory Affairs (DCRA)
Building and Land Regulation Administration
Zoning Division
1100 Fourth St. SW, Second Floor
Washington, DC 20024
dcra.dc.gov/node/1410111

Attach a copy of your COP to your child development facility licensing application.

5A DCMR, Chapter 1, 103.5 (a)

Obtain Permits and Certificates

Fire Safety Inspection Certificate

The fire safety inspection certificate must be obtained from DCRA, Fire Protection Branch, and Building and Land Regulation Administration.

1100 Fourth St. SW, Second Floor
Washington, DC 20024

dcra.dc.gov/node/1410111

A DCRA representative will contact you to schedule a full on-site fire prevention inspection and fire evacuation plan review.

Attach a copy of your final inspection approval and fire evacuation plan to your child development facility licensing application.

Obtain Permits and Certificates

Lead Certification

A certification or clearance report issued by a DC Department of Energy and Environment (DOEE) certified lead-based paint inspector, risk assessor, or dust sampling technician confirming that the facility does not contain any lead-based paint hazards, issued no more than 30 days prior to the date of application.

A list of Certified Lead Risk Assessors can be found at:

District Department of the Energy and Environment
1200 First St. NE, Fifth Floor
Washington, DC 20002

doee.dc.gov/publication/individuals-certified-conduct-lead-based-paint-activities

Attach a copy of your lead certification to your child development facility licensing application.

5A DCMR, Chapter 1, 103.5 (c)

Obtain Permits and Certificates

Clean Hands Certificate

A clean hands certification that the applicant satisfies the requirements that must be met in order to obtain a license or permit from the District government, set out in DC Official Code § 47-2862, issued by the District of Columbia Office of Tax and Revenue within 30 days of the date the application is submitted.

otr.cfo.dc.gov/page/certificate-clean-hands

Attach a copy of your clean hands certification to your child development facility licensing application.

5A DCMR, Chapter 1, 103.5 (e)

Obtain Permits and Certificates

Insurance

Proof of insurance, which includes a reasonable coverage amount, as determined by the District of Columbia Office of Risk Management, for the following types of coverage:

1. Commercial general liability;
2. Umbrella “Follow Form” liability;
3. Sexual abuse and molestation liability; and
4. Vehicle liability covering every vehicle that will be used to provide transportation services to children at the facility (if applicable).

Attach a copy of your insurance certification to your child development facility licensing application.

5A DCMR, Chapter 1, 103.5 (f)

Obtain Permits and Certificates

Building Use Agreement

A current, valid and notarized building use agreement that identifies a contingency location that may be used if the primary location of operation ceases to be available and includes, but is not limited to, the following:

- Contact information for the owner of the building;
- The purpose of the use;
- General guideline and requirements;
- Proof of appropriate insurance coverage;
- Proof of valid certificate of occupancy;
- Proof of updated safety inspections that are required specific for a child development facility;
- User responsibilities; and
- User restrictions; and facility usage fee, if any.

In lieu of the building use agreement, an applicant may opt to close their facility in the event of an emergency lasting more than 24 hours by attaching a facility closure statement to the “Safe Evacuation Site” form with their application.

Attach a copy of your building use agreement to your child development facility licensing application.

5A DCMR, Chapter 1, 103.5 (g)

Step 3: Submit Application

Initial application submission should include the following:

- Completed application form
- Copy of orientation completion certificate
- Original certificate of occupancy
- Original approved fire evacuation plan
- Original lead inspection certificate or report
- Clean Hands act certification
- Proof of current liability insurance coverage
 1. Commercial general liability
 2. Umbrella “Follow Form” liability
 3. Sexual abuse and molestation liability
 4. Vehicle liability (if applicable)

5A DCMR, Chapter 1, 103.4

Submit Application

Initial application submission should include the following:

- Original certificate of good standing (if incorporated)
- Initial application/pre-licensure inspection fee (made payable to DC Treasurer)
- Criminal background checks and histories for applicant, including:
 1. Federal Bureau of Investigations check results for applicant;
 2. Child Protection Registry checks results
- Staff credentials (if hired at this point)

Submit Application

Licensing application packets should be submitted along with payment to:

Office of the State Superintendent of Education
Division of Early Learning
Child Development Licensing Unit
1050 First St. NE, Sixth Floor
Washington, DC 20002



Initial Inspection

Step 4: Prepare for Initial Inspection

A licensing specialist will contact you within 10 business days of receipt of your application. You will be granted access to the Division of Early Learning Licensing Tool (DELLT) to upload required documents.

Upload the following documents for review:

- Written program, policies and procedures
- Alcohol and drug policies and testing procedures
- Building use agreement or safe evacuation site form
- Sample five-day menu following USDA child and adult food care program meal pattern (if serving food)

5A DCMR, Chapter 1, 103.7

Prepare for Initial Inspection

- Procure (purchase) developmentally appropriate materials, equipment, cots/cribs that are sufficient for the number of children enrolled.
- Designate program space(s) and set up program learning/activity areas for children.
- Complete staff files which include:
 - A current health certificate;
 - Employee health information form;
 - Employee appointment form;
 - Educational credentials, resume;
 - Criminal and background history checks – OSSE-issued suitability notice;
 - Drug and alcohol policies and pre-employment test results;
 - Sudden Infant Death Syndrome (SIDS) training;
 - First aid and CPR certification; and
 - Traffic record check (only required if an employee will transport children).

5A DCMR, Chapter 1, 130, 131, 132

Step 5: Initial Inspection

During the initial inspection, the licensing specialist will:

- Inspect your facility to ensure all health, safety and licensing requirements are met;
- Review all documents submitted by applicant for initial inspection; and
- Issue a Statement of Deficiencies report with recommended plan of correction (if applicable).

Applicant must correct deficiencies (if applicable) within required timeframe as specified by OSSE, not to exceed 90 days.

5A DCMR, Chapter 1, 103



Follow-Up Inspection

Step 6: Follow-Up Inspection

Contact your licensing specialist to schedule a follow-up inspection, if needed. During the follow-up inspection, your licensing specialist will review any deficiencies noted during your initial inspection.

5A DCMR, Chapter 1, 103.9



Licensing Validation Visit

Step 7: Validation Visit

Your licensing specialist and program manager will visit the facility for one last on-site inspection before the initial license is issued.

Contact the Licensing Unit

Address:

1050 First St. NW, Sixth Floor
Washington, DC 20002

Contact Information:

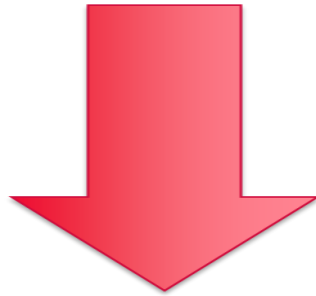
- Clement Idun, Licensing Program Manager
 - Clement.Idun@dc.gov
 - (202) 442-4733
- Eva Laguerre, Licensing & Compliance Director
 - Eva.Laguerre@dc.gov
 - (202) 741-5942
- Carolyn Taylor, Compliance Program Manager
 - Carolyn.Taylor@dc.gov
 - (202) 727-8140
- Tommy Totten, Licensing Quality Program Manager
 - Tommy.Totten@dc.gov
 - (202) 442-5860



Orientation Questionnaire

Check Your Understanding

Access the quiz by clicking the link below:



ONLINE COMPREHENSION QUIZ



Thank you!