



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**DIVISION OF EARLY LEARNING
LICENSING AND COMPLIANCE UNIT**

PHONE: (202) 727-1839 • FAX: (202) 727-7295

MAILING ADDRESS: 810 FIRST STREET, NE • Fourth
FLOOR • WASHINGTON DC 20002

CHILD DEVELOPMENT HOME LICENSE APPLICATION
Type or print clearly

FOR AGENCY USE ONLY
Date Received
Check/Money Order#
Amount Received
Received By
Assigned Licensing Specialist

SECTION I TYPE OF APPLICATION

<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE IN OPERATION (With LCU approval)
<input type="checkbox"/> RENEWAL	<input type="checkbox"/> <i>Program Space</i> <input type="checkbox"/> <i>Program</i> <input type="checkbox"/> <i>Ownership</i> Effective (mm/dd/yyyy) _____
<input type="checkbox"/> AMENDED	<input type="checkbox"/> OTHER _____ Effective (mm/dd/yyyy) _____

SECTION II HOME/EXPANDED HOME INFORMATION

Full Name of Applicant		Birthdate	Last 4 digits of Social Security #
Physical Address of Facility to be stated on the license			House <input type="checkbox"/>
			Apartment <input type="checkbox"/>
Phone Number	Fax Number	Email Address	
<i>If mailing address is different please complete this section</i>			
Address			
How many years have you lived at this address?		Languages spoken at home	English <input type="checkbox"/>
			Spanish <input type="checkbox"/>
<i>Age and Number of persons residing in home:</i>			
Under 4 years	Under 8 years	Between 5 and 16 years	18 years and older
Other Adults in the Home (Not applicant) Do not list the names of persons under 18 years and older			
First Name	Last Name	Date of Birth	Relationship
1.			
2.			
3.			
4.			

SECTION III FACILITY OPERATION INFORMATION

Official Name of Facility/Legal name of applicant				
Physical Address of Facility to be stated on the license				
Street Address	City	State	Zip Code	Ward
Phone Number	Fax Number	Email Address		
<i>If mailing address is different, please complete this section:</i>				
Physical Street Address of the Owner		City and State		Zip code

SECTION IV FACILITY OPERATION INFORMATION

Maximum number of children to be cared for: _____	Ages of children to be served: _____
<i>Indicate the months of the year, hours and days of the week you will be providing services to children and youth (check only one option for each schedule)</i>	
<input type="checkbox"/> All year (Jan – Dec) <input type="checkbox"/> School year only <input type="checkbox"/> Summer only <input type="checkbox"/> June - Aug Hours of Operation: _____	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

SECTION V PROPERTY OWNERSHIP

Name of Legal Owner		
Physical Street Address of the Owner	City and State	Zip code

SECTION VI ADDITIONAL INFORMATION

Please answer all of the following questions by placing an "X" in the appropriate boxes. If you answer "Yes" to any of the questions below, you must provide full information and complete details on a separate sheet of paper and attach with this application form.	
1. Have you ever voluntarily surrendered a license after formal charges have been filed against you or while under investigation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever been convicted of a crime (other than minor traffic violations) not previously reported to the LCU?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are you now or have you ever been licensed in DC or any other state/jurisdiction? (If "Yes," be sure to complete the section below.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
(a) Name on the previous license or certificate:	License/Certificate Number and State
(b) Address on the previous license or certificate:	Year(s) of operation:
4. Has any authority taken adverse action against your license or privileges or informed you of any pending charges not previously reported to this LCU?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION VII AGREEMENTS AND AUTHORIZED SIGNATURE (Read each statement and sign at the bottom.)

Please answer all of the following questions by placing an "X" in the appropriate boxes. If you answer "No" to any of the questions below, you must provide full information and complete details on a separate sheet of paper and attach with this application form.

1. I understand the requirements to report known or suspected child abuse.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. I shall obtain approval from the licensing agency before making changes in our license capacity, or to our home.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. I have a valid lease and permission from the owner/landlord to operate a Child Development Facility on the premises.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. I shall notify the licensing agency when we want to discontinue operating a licensed child development facility.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. I have read the laws and regulations governing the operation of this licensed facility and it is the intention of this applicant to comply. I/We understand that I/we are responsible for meeting and maintaining compliance with all applicable child care licensing laws and regulations at all times.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. I understand that a new application may be denied if I fail to provide a complete application within ninety (90) days of the initial submission	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. I understand that a new application may be denied if I demonstrate inability to abate the identified deficiencies within the required timeframes specified by OSSE, which shall not exceed ninety (90) days.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. I attest, under penalty of perjury, that to the best of my (our) knowledge, the contents of this application and the information provided with it are true, accurate, and complete.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Signature of Owner/Agent

Date

RETURN TO:

**Office of the State Superintendent of Education
Early Childhood Education
Child Care Licensing Unit
810 First Street, NE, Fourth Floor
Washington, DC 20002
Phone: (202) 727 – 1839**

PLEASE RETAIN A COPY FOR YOUR RECORDS



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

DIVISION OF EARLY LEARNING **Licensing and Compliance**

Dear Child Development Home Provider:

Each applicant applying for a renewal license shall pay an application fee in the amount of seventy-five dollars (\$75.00) when submitting the application.

5-A DCMR, Chapter 1, Child Development Facilities: The child development facility licensure fee schedule is as follows:

LICENSE CAPACITY	RENEWAL FEE
(a) Child Development Home or Expanded Home	\$225.00
(b) Fee to Replace an Issued License	\$100.00
(c) Fee to Replace an Amended License	\$100.00
(d) Penalty Fee for Renewal License (90-day Extension)	\$100.00
(e) Penalty Fee for Renewal License (180-day Extension)	\$200.00

An application is considered complete when the application, applicable fees, and required documents listed on the application checklist, are submitted.

Make your check or money order fee payment payable to the “DC Treasurer” and attach it to the application.

Fee payment is non-transferable and non-refundable.

All license renewal fees must be paid prior to the release of each license.

Should you have any questions or require assistance, please contact the licensing and compliance unit office at (202) 727-3761.

Sincerely,

Clement Idun
Program Manager

Child Development Home/Expanded Home: _____ Date: _____

	Administrative Information for Caregivers and Volunteers:	Home Caregiver			
		Caregiver	Associate Caregiver	Assistant Caregiver	Back-Up Personnel
	Name of Caregiver -				
	Date of Birth -				
CAREGIVER	Job Title -				
	Date of Hire -				
	Years of Experience -				
	Qualification: 168.1. (a) - Earned a high school diploma or equivalent, Provided that a CDA credential is earned by December 2018.				
	168.1 (b) - Attend at least four child development-related training courses approved by the District of Columbia Government, per year, total of 12 hours annually of professional development.				
	168.1 (c) - Successfully complete all health and safety requirements pursuant to 5A DCMR Chapter 1.				
	<i>CDA Expiration Date:</i>				
EXPANDED HOME CAREGIVER	170.2 (a) (1) - Earned AA degree in ECE/ECD or higher from an accredited college or university				
	170.2 (a) (2) - Earned a high school diploma or equivalent, and a current CDA credential; provided an associate or more advanced degree as described in Subsection 170.2 (a) (1) by December 2019.				
	<i>CDA Expiration Date:</i>				

	Administrative Information for Caregivers and Volunteers:	Caregiver and Volunteer Name		
		Associate Caregiver	Volunteer	Volunteer
	Name of Staff Person -			
	Date of Birth -			
EXPANDED HOME ASSOCIATE	Job Title -			
	Date of Hire -			
	Years of Experience -			
	171.1 (a) Earned a high school diploma or equivalent, and a current CDA credential except that an Associate Caregiver currently working in a licensed expanded home earns a CDA credential within two years from within which to obtain the CDA credential.			

	Administrative Information for Caregivers and Volunteers:	Caregiver and Volunteer Name		
		Associate Caregiver	Volunteer	Volunteer
GENERAL INFO	High School Grad./GED (X) - Year of Diploma (Minimum 18 hrs.)			
	Continuing Education Clock Hours			
	I.D. Food Protection Mgr. Certificate – Expiration Date			
	Date of Health Exam (mo/day/year)			
	Date of TB Test Results (mo/day/year)			
	Employee Health Info. Form (X)			
	Employee Appointment Form (X)			
	First Aid Certification - Expiration Date			
	CPR Certification - Expiration Date			
	FBI Criminal Background and History Check - Date			
	DC Police clearance- date			
	Child Protection register check clearance-Date			
	Drug and alcohol testing results - Date			
	Sudden Infant Death Syndrome (SIDS Training			
	Child Protection Registry			
	Mandatory Health and Safety Requirements			
	Additional Professional Development Hours			
Resume				

Early Childhood Education
Child Care Licensing Unit

Facility Capacity/Enrollment Form

Title 5A DCMR Chapter 1, 121.3 - A licensed Child Development Facility ("Licensee") shall maintain the established adult-to-child ratios and group sizes specified at all times.

Facility Name:					Date:	
1 Group Age Range	2 Number of Children Enrolled	3 Name of Caregiver/Shift	4 Name of Associate Caregiver/Shift	5 Name of Volunteer/Shift	FOR LICENSING SPECIALIST USE ONLY	
					6 Number of Children Present	7 Ratio Met or Not Met
		AM PM	AM PM	AM PM		
		AM PM	AM PM	AM PM		
		AM PM	AM PM	AM PM		
		AM PM	AM PM	AM PM		
		AM PM	AM PM	AM PM		
		AM PM	AM PM	AM PM		
		AM PM	AM PM	AM PM		

Instructions for completing the form: (Please make copies as needed)

Column 1 - Age of children in each group at home

Column 3 - Name of caregiver and shift worked

Column 2 - Number of children enrolled in each group at home

Column 4 - Name of associate caregiver and shift worked

Column 5 - Name of volunteer and shift worked

Clean Hands Act

Title 5A Chapter 1, regulation 129.1 (e), each applicant is required to obtain “Clean Hands” Certification. This is necessary in order to obtain a license or permit from the District government, set out in D.C. Official Code § 47-2862. The certification must be issued by the District of Columbia Department of Tax and Revenue within thirty 30 days of the date the application is submitted.

Building Use Agreement

Title 5-A Chapter 1, §103.5 (g) and §104.5 (e), each applicant is required to secure a contingency location through submission of a building use agreement. The notarized building use agreement is necessary to ensure a proper contingency location, a space that may be used to maintain child care services during emergency situations for no more than 30 days due to temporary closure.