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.

**CHILD CARE FACILITY LICENSING PROCESS FLOW**

### INITIAL LICENSING PROCESS

#### ORIENTATION
The provider attends a licensing orientation or completes the online orientation, which gives the provider information and instructions for submitting an application.

#### APPLICATION SUBMISSION
The provider submits an application, application fee, and required documents (such as a Certificate of Occupancy or Home Occupancy Permit).

#### INSPECTION SCHEDULED
The application is assigned to a licensing specialist. The licensing specialist schedules an inspection visit. The process must be completed within 90 days unless OSSE grants an extension.

#### INSPECTION VISIT
The licensing specialist inspects the child development center or home.

#### STATEMENT OF DEFICIENCIES
If the provider does not pass the inspection, the licensing specialist gives the provider a list of things to change or improve. This is called a "statement of deficiencies."

#### FOLLOW-UP VISIT
The licensing specialist schedules a follow-up visit. At this visit, the licensing specialist checks that all improvements have been made. If so, the provider passes inspection.

#### VALIDATION VISIT
The licensing specialist and a licensing supervisor conduct a final visit. This visit is called the validation inspection visit.

#### LICENSE GRANTED
The provider receives a license, which is good for three years. It must be renewed every three years.

### CHILD CARE FACILITY LICENSING RENEWAL PROCESS

Licenses must be renewed every three years

#### RENEWAL PACKAGE
Six months before the license will expire, the provider receives a renewal package. This package includes the renewal application and other information.

#### RENEWAL APPLICATION
The provider submits a complete renewal application, application fee and required documentation at least 90 days before the license expires.

#### INSPECTION SCHEDULED
The renewal application is given to a licensing specialist. The licensing specialist schedules a renewal inspection visit.

#### INSPECTION VISIT
The licensing specialist inspects the child development center or home.

#### CHANGES MADE
If the provider does not pass inspection, the provider has 30 days, or fewer depending on the severity of the violations to make changes.

#### FOLLOW-UP
The licensing specialist schedules a follow-up visit to check that all improvements have been made. If so, the provider passes inspection.

#### LICENSE RENEWED
The provider receives the renewed license, which is good for three years.

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