### 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.

#### **CHANGES MADE**

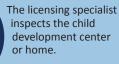


The provider has 60 days to make changes. The licensing specialist will provide guidance and advice if needed.

## 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."

### **INSPECTION VISIT**



#### **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**



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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.

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.













