Early Learning Licensing Process Flow

Orientation
The provider attends a licensing orientation, which gives him or her information and instructions for submitting an application.

Application Submission
The provider submits an application, application fee, and other required materials (such as a criminal background check).

Inspection Scheduled
The application is given to a licensing specialist. The licensing specialist schedules an inspection visit.

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 him or her a list of things to change or improve. This is called a 'statement of deficiencies.'

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

Follow-Up Visit
The licensing specialist schedules a follow-up visit. At this visit, he or she 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 visit.

License Granted
The provider receives a license, which is good for three years. It must be renewed every three years.

Early Learning 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 renewal application 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, he or she has 30 days to make changes, or less for more serious violations.

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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