



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## NOTIFICATION AND APPLICATION FOR RENEWAL OF LICENSE

TO: \_\_\_\_\_  
Name of Child Development Facility

Your current license to provide child care expires on \_\_\_\_\_

According to Title 5A DCMR, Chapter 1, Child Development Facilities, the Office of the State Superintendent of Education, Division of Early Learning, Licensing and Compliance Unit can issue a license to establish or maintain a child development facility for the care of a child or children under 15 years of age not to exceed three years. The license may be renewed for a period not to exceed three years.

If you wish to renew your child development facility license, please complete the attached renewal application and return by mail or in person with the applicable license fees no later than ninety 90 days prior to the license's expiration date.

**A Child Development Facility will be assessed a late fee if the renewal application is incomplete or is submitted after the expiration date of the existing license.**

**You must sign and date the license application.** An application for a renewal license shall include a signed declaration by the applicant, or by a person authorized to submit the application on the applicant's behalf if the applicant is not an individual, that the contents of the application and the information provided with it are true, accurate, and complete (5A DCMR 104.6).



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In addition to the required documentation listed on the application form, each applicant shall submit the following:

Fire Safety Inspection Certification	Fire and EMS Department 2000 14th Street, NW, Fifth Floor Washington, DC 20009 <a href="https://fems.dc.gov/">https://fems.dc.gov/</a>
Certificate of Clean Hands (issued within thirty (30) days of the date the application is submitted)	District of Columbia Department of Tax and Revenue 1101 Fourth Street, SW, Suite 270 West Washington, DC 20024 <a href="http://otr.cfo.dc.gov/">http://otr.cfo.dc.gov/</a>
Proof of Insurance	District of Columbia of Office Risk Management One Judiciary Square 441 Fourth Street, NW Suite 800 South Washington, DC 20001 <a href="https://orm.dc.gov/">https://orm.dc.gov/</a>
Building Use Agreement	OSSE 1050 First St. NE, Sixth Floor Washington, DC 20002

Renewal License Fees	
	Applicable Fee
Application and Pre-Licensure Inspection Fee	\$ 75.00
Child Development Home or Expanded Home	\$225.00
Child Development Center, 1 - 50 Children	\$600.00
Child Development Center, 51 - 100 Children	\$900.00
Child Development Center, 101 - 175 Children	\$1,200.00
Child Development Center, Over 175 Children	\$1,500.00

Penalty Fee For Renewal License Fees	
	Applicable Fee
90-day Extension	\$100.00
180-day Extension	\$200.00

**You must sign your license renewal application form and include the appropriate license fee or it will be returned to you without action.**

Clement Idun  
Program Manager