



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

CHILD DEVELOPMENT CENTER RENEWAL APPLICATION CHECKLIST

RENEWAL APPLICATION

- Submit the following document to the Office of the State Superintendent of Education, Division of Early Learning, Licensing and Compliance Unit (LCU):*
- Submit a Child Development Center Renewal Application, application fee of \$75, and all applicable forms which include the following (See 5 DCMR 104.3, 104.4, 104.5, 104.6, 108.2):*
 - Documentation of completion of Criminal Background Checks using Fieldprint and Child Protection Register Checks for applicant
 - Clean Hands Act Certification (Within thirty 30 days of the date the application is submitted)
 - Proof of insurance that includes a reasonable coverage (i.e., commercial general liability, umbrella “Follow Form” liability, sexual abuse and molestation liability, and vehicle liability)
 - Fire Safety Inspection Certification from D.C Fire and Emergency Medical Services (FEMS)
 - Notarized Building Use Agreement with required documentation (See 5A DCMR 103.5 (g)), if applicable
 - Safe Evacuation Site with facility closure consent statement (if applicable)