



## Child Care Program Licensing Process: Steps for Getting Licensed in DC

To operate a child development facility in DC, an individual or business must be licensed by the Office of the State Superintendent of Education (OSSE). An individual or business may not operate a child development facility without first obtaining a license issued by OSSE.

There are three types of child development facilities in DC:

- Child development centers;
- Child development homes, which care for up to six children in the provider's home; and
- Expanded child development homes, which care for up to 12 children.

Almost all child care programs in DC must be licensed. A list of programs that do not need a license is [available here](#). Step for completing the licensing process for all types of child care programs are below.

For questions about the licensing process, contact [OSSE.ChildCareLicensing@dc.gov](mailto:OSSE.ChildCareLicensing@dc.gov) or (202) 727-1839.

**Step 1** Complete licensing orientation and quiz based on the type of child development facility seeking a license:

- [Orientation webinar and quiz for child development centers](#)
- [Orientation webinar and quiz for child development homes and expanded child development homes](#)

**Step 2** [Obtain Certificate of Occupancy \(C of O\) or Home Occupancy Permit \(HOP\)](#)

**Step 3** [Obtain Fire Safety Inspection Certificate](#)

**Step 4** [Obtain Lead Certification](#)

**Step 5** [Obtain Clean Hands Certificate](#)

**Step 6** Complete and submit child care licensing application to OSSE

*A \$75 application fee is due at the time the application is submitted*

**Step 7** Assigned licensing specialist will contact applicant to schedule inspection and provide technical assistance prior to the inspection

**Step 8** Prepare for initial inspection

**Step 9** Initial inspection conducted

**Step 10** Follow-up inspection (if applicable)

**Step 11** Validation visit

**Step 12** Issuance of license