

## LICENSING PROCESS OVERVIEW PROVISIONAL CHILD CARE CENTER

It is vital that you carefully read the instructions and complete all forms accurately! Incomplete forms may result in the return of the entire application packet and result in a delay in the licensing process.

Keep in mind that this process will take time, and does involve other State and Local Agencies. Do not set an opening date for your facility, until the process is completed, and your license has been issued. Your application will be processed in date order as received. The process typically takes up to 60 - 75 days to complete.

To apply for a license follow the four steps as indicated on the Child Care Licensing, [How to Apply for a Child Care/Preschool License website](#). See additional clarification below.

### **STEP 1:**

- Print the [regulations](#) and review.
- The [Child Care Licensing website](#) has valuable resources to assist with compliance of regulations. Save this website link in your favorites file.
- [Liability Insurance](#) Memo; print & review. A binding quote may be submitted with the application however, prior to the issuance of the license proof of activation must be submitted.
- Complete [Safe with You Training](#) (Safe Sleep for Infants, Abusive Head Trauma, Power to Protect) for 1) the applicant or 2) the individual who will be the director of the center if the applicant is a limited liability company or corporation.

**STEP 2: Zoning Approval:** Document and/or letter of zoning approval or Certificate of Occupancy from the relevant jurisdiction must be submitted with the application. To ensure the location of your program meets zoning codes for a Child Care Center, you will need to obtain this document from the local city planning department or county office which covers the location of the Child Care Center.

Note: If your program will be located on the premises of an operating school you will not be required to submit zoning approval. Submit a statement identifying this exemption, with your application.

### **Review the additional information that may apply to you:**

- City of Lincoln:
  - Carbon Monoxide Detector Requirements
  - Impact Fees
  - Zoning Information
- City of Omaha:
  - Certificate of Occupancy Requirement

**STEP 3:** Submitting the Application, supporting documents and fees.

- Print the **Application Child Care Center Provisional or Operating** from the list of [Applications for Licensure](#). The last page of the application is a list of the **required additional documentation** to be submitted with the application, including documents for the director. See below for further director information.
- Print all required DHHS forms from the [Forms](#) link.
- The [Fee](#) can be mailed with the application or mailed separately, if application & documents submitted by email.

### **Director Information:**

For licensing purposes, the person responsible for the daily operation is defined as Director, and must meet Director qualifications and be identified as the Director on the application. **The director must:**

- Manage the day-to-day operation of the child care center.
- If the director is not the licensee; report to the licensee all matters related to the maintenance, operation, and management of the child care center and be directly responsible to the licensee or to a person delegated governing authority by the licensee.
- Be within the child care area a sufficient number of hours to permit adequate attention to the management of the center.

**Director's Qualifications:** See required additional documentation list attached to the application.

- Copies of verifying documents for the director's qualifications must be submitted with the application.
- When a director does not meet the qualifications for the position and needs to submit a plan to obtain credit hours or clock hours of "Department-approved training", the training must be approved consistent with NE LB 967. This means, the plan must be submitted to the Early Childhood Training Center for approval. See child care licensing [Training page](#) for information.

**Director's Documentation of Criminal History Record Check:** See required additional documentation list attached to the application.

- Obtain a Records Check from the [NE State Patrol website](#) or the Director's local law enforcement agency as appropriate to the Director's residence, and submit a copy.
- If an individual has lived in Nebraska less than 12 months, the Licensee must obtain documentation of a criminal history record from the previous State(s) of residence.

**Director Orientation Review: Statements of Understanding:** See required additional documentation list attached to the application.

- The person hired as director must complete the [Director Statements of Understanding](#) which is a review of the regulations. Submit with the provisional application. The Director will be provided with a certificate of completion after a review with a Child Care Inspection Specialist, at the provisional inspection.

**Inspection Assignments:** Review the [required additional documentation list](#) to ensure all documents are submitted.

Once all required forms are received and approved Children's Services Licensing Staff will send the fire & health referrals to the applicable fire & health inspectors. The licensure inspection will then be assigned to a CCIS-Child Care Inspection Specialist and notification will be sent to the Director/Licensee. The CCIS will contact the Director/Licensee, to schedule the provisional inspection within 30 days.

**Fire Safety & Health Inspections:** Fire Safety & Health Inspection Approvals are a requirement for licensure. If you do not hear from the fire or health inspector within 30 days of notification by Children's Services Licensing, you may wish to contact him/her to schedule an appointment. The Fire Department will not release an approval without their fire fee payment.

**STEP 4:** You will be issued a Provisional License for the first year of operation if Children's Services Licensing determines that:

- All required information has been submitted to complete the application packet including proof of activation of liability insurance; and
- You are in compliance with all regulations of your onsite inspections and approved by the fire, health and licensing inspectors.

Child Care Licensing staff will notify the Licensee or Director by phone or email, of the effective date of the Provisional Child Care Center license. You may begin providing care for children at your facility on or after the effective date. The provisional license will be mailed to you thereafter.

#### **Expiration of the Provisional Year**

**Once a Child Care/Preschool program has completed a provisional license year and is in compliance with all regulations, they must apply for a non-expiring OPERATING LICENSE if they wish to continue to provide licensed child care. Licensees will receive written notice from Children's Services Licensing 90 days prior to the expiration of the provisional license.**

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