

## **Instructions: Change of Ownership of an EXISTING Child Care Program**

New licensees of existing child care programs: Child Care Licenses are not transferrable or assignable. ***Change in ownership terminates the license.***

A change of ownership includes the sale of a child care center, family child care home II, school-age child care center or preschool to an individual, partnership, Limited Liability Company, and/or corporation or other legal entity that has no prior ownership of the specific child care program that is being purchased.

If the facility remains in operation through a change in ownership, **the current licensee must be actively involved in the operation** until such time that the potential new licensee has obtained a license. A signed/dated statement by the current owner (Licensee) stating **“they will be responsible for the day to day operations of the facility until the new license is issued”** must be submitted with the application packet.

If a change of ownership is finalized before a new license is issued, the facility is required to cease operation effective the date of the sale.

**Application Requirements:** If there is a planned change of ownership and the child care program remains on the same premises the potential new owner must complete the following:

1. Submit a complete application packet
2. Receive approval from the State Fire Marshal or their local delegated authority
3. Receive approval from DHHS Environmental Health or their local delegated authority (applies to child care centers only)
4. Receive approval through the local planning and zoning
5. Receive approval from DHHS – Children’s Services Licensing

**Please note: There is no guarantee that a license will be issued. A change in ownership makes existing programs subject to current fire safety, health and zoning requirements.**