

**PROVISIONAL TO OPERATING
PRESCHOOL
LICENSING PROCESS
“OVERVIEW”**

To start the licensing process, the following items need to be completed. Refer to “Instructions for Applying for an Operating Preschool License” for specific instructions for each document:

1. Preschool Application
2. Full Disclosure of Ownership
3. Lawful Presence in the United States Attestation , if applicable
4. License Fee
5. Director’s Health Information Report
6. Director’s and Licensee’s Felony/Misdemeanor Statement
7. Director’s Qualifications

If any of the forms are incomplete, the packet will be returned to you. This may cause a lapse in your license.

SEND ALL THE ITEMS ABOVE TO:

Douglas or Sarpy County **OR**
Department of Health and Human Services
Division of Public Health
Children’s Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

All Other Nebraska Counties
Department of Health and Human Services
Division of Public Health
Children’s Services Licensing
PO Box 94986
Lincoln, NE 68509

INSTRUCTIONS FOR APPLYING FOR AN OPERATING PRESCHOOL LICENSE

Enclosed you will find forms and instructions to guide you through the licensing process. Take the time to review the instructions, forms, and Preschool Standards. This process does take time, so start as soon as you receive this packet. **Make sure you complete all forms fully and accurately. Incomplete forms/packets will be returned and may result in a lapse in your license.**

1. **Preschool Application:** Application needs to be current, accurate, and complete. List all staff including volunteers, and substitutes. Application must be signed by Licensee or Authorized agent.
2. **Full Disclosure of Ownership Statement:** Instructions are on the form. Complete and submit one of the following forms a) Non Profit or b) For Profit.
3. **Lawful Presence in the United States:** If you are an individual owner or in a partnership (two or more owners) this form must be completed by each owner. Read the instructions on the form and submit with your application. Applications will not be processed if you are an individual or partner and the form is not completed and signed.
4. **License Fee:** You will need to submit a check or money order (**NO CASH**) payable to Nebraska Department of Health and Human Services.
 - \$25.00 License Fee for facilities with Capacity of 4-29 children.
 - \$50.00 License Fee for facilities with Capacity of 30 or more children.
 - Your cancelled check will be your receipt. (**NO REFUNDS**) **Please put check number on License Application**
5. **Director's and Licensee Felony/Misdemeanor Statement:** Instructions are on the forms. **Please ensure the forms are completed accurately and signed/dated.**
6. **Director's Health Information Report:** The Director completes Part A of the Health Information Report. A Medical Practitioner completes Part B.
Note that if any of the answers in section B are "yes" OR the individual is on medication, blood pressure is not within normal range, or the urinalysis is positive, a signed/dated explanation written by the appropriate medical professional, regarding the impact of the individual's health condition on the ability to care for children, must also be submitted.
7. **Director's Qualifications:** If the Director qualified under the option of having a written Department approved plan, you will need to send verification of 6 credit hours or 36 clock hours of Department approved in-service. Send copies of certificates or transcripts. **Do not send originals.**

Submit completed items 1-7 to the address listed on the Overview page. Submit all items together.

If you have any questions regarding this process, contact

Douglas and Sarpy Counties
(402) 595-3348

All Other Nebraska Counties
(402) 471-9562; 1-800-600-1289