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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

March 1, 2017

Dear Applicant/ Licensee,

**RE: Criminal History Checks/ Fingerprint Livescan**

<b>MCL 722.115c</b>	<b>Applicant for child care organization license; criminal history check and criminal records check</b>
	<p>(1) Except as provided in subsection (8), when a person or partnership, or licensee designee if the applicant is a limited liability corporation, firm, corporation, association, or nongovernmental organization applies for or to renew a license for a child care organization under section 5, the department shall request the department of state police to perform both of the following on the <b>person, licensee designee, chief administrator, and program director</b> of a child care organization:</p> <ul style="list-style-type: none"> <li>(a) Conduct a criminal history check on the person.</li> <li>(b) Conduct a criminal records check through the federal bureau of investigation on the person.</li> </ul>

The purpose of this correspondence is to assist child care organizations, specifically camps, with achieving compliance with MCL 722.115c (1) regarding criminal history checks (CHC) of statutorily identified individuals associated with either the original or renewal camp site and/or program application.

Please note you must determine the appropriate individuals that will require a CHC by means of the definitions listed below. Many organizations have different titles for their employee’s role but meet the definition outlined. Similarly, one original or renewal application may result in the organization ensuring multiple identified individuals comply with the CHC requirements. The intent of the CHC requirement is to ensure reasonable protection of the camp population consistent with state statute.

**Chief Administrator** is defined as “the individual who has the day-to day-responsibility for managing the organization's operations.” While there may be several individuals within an organization whose duties encompass administratively the “day-to-day responsibility” of the organization, only one

administrator needs to comply with the CHC requirement. If there is only one administrator within the organization, that individual qualifies as Chief Administrator by default. A CHC on a Chief Administrator shall be ensured completed at the time of a camp site and/or program original and/or renewal application.

**Person** is defined as “the individual who applies for an original camp license.” A CHC of a Person shall be ensured completed at the time of a camp site and/or program original application.

**Licensee Designee** is defined as “a person designated by the licensee to act on their, the partnerships, firm, corporation, association, nongovernmental organization, or local and state government child care organizations behalf.” A CHC of a Licensee Designee shall be ensured completed at the time of a camp site and program renewal application.

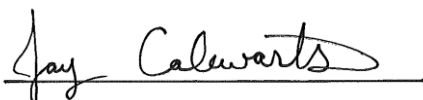
**Program Director** is defined as “an individual with programing responsibilities associated with a camp program license.” One license may have several Program Directors. A CHC for each Program Director shall be ensured completed at the time of a camp site and/or program original and/or renewal application.

A CHC involves the individuals Livescan fingerprint comparison against others within the Michigan State Police and Federal Bureau of Investigation databases. Once this individual is fingerprinted for a child care organization and the organization remains continually licensed after the CHC of the individual, the individual is not required to submit to another CHC at the renewal of the license. The cost of an individual’s fingerprinting is the responsibility of the Child Care Organization.

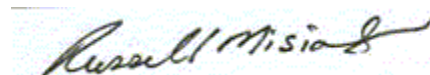
CHC instructions are available online at <http://www.Michigan.gov/laracamps> located in the **Resources** section titled **Criminal History Check Livescan Fingerprint Instructions**.

If you have questions, please contact your licensing consultant or the licensing unit at (866)685-0006.

Sincerely,



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