



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Camp License Interim Notice

Dear Camp Licensee:

This notice is for PROGRAM and/or SITE license(s) within the interim year. Statutory requirements for continued licensure require an onsite inspection every year to determine ongoing compliance. The camp licensing website provides all necessary information and documents for camps within their Interim year by selecting *LICENSEES* on the website: www.michigan.gov/laracamps

The following steps are necessary for continued licensure.

- ✓ Complete and submit the *PROGRAM and/or SITE Interim Notification* to the licensing department by **May 1st**. Note: There are no fees required with this submission.
 - ***PROGRAM and/or SITE Interim Notification(s)*** are located as a link within the *Interim* area of the website.
- ✓ For all Residential and some Day camp SITE licenses: download, complete and submit the *Environmental Health Inspection Request Form* to your local health department.
 - See [Environmental Health Inspection Request Instructions](#) and [form](#) links.
- ✓ For all Residential camp SITE licenses: review your Fire Safety Inspection to determine that it has been completed within the past two years. Remember that a licensee must have a Qualified Fire Inspection (QFI) completed within the past two years for a SITE license **renewal**. If your QFI is more than a year old, the Interim year is a great time to schedule your bi-annual QFI for the following year. If an inspection is necessary, see [Qualified Fire Safety and Plan Review](#) link.
- ✓ Change of Leadership? If your camp has a change of licensee designee, administrator, or program director obtain the clearance forms from the licensing unit or licensing consultant and submit with the *PROGRAM and/or SITE License Interim Notification(s)*.
 - The Camp Administrator [Comprehensive Background Clearance instructions](#) will guide you through completion of the ***Camp Licensing Record Clearance Request*** form (BCAL 1326) and the ***Live Scan Fingerprint Background Check Request*** form (RI-030).

The PROGRAM Interim Notification and clearance forms must be emailed to:

EMAIL COMPLETED INFORMATION TO:
LARA-AFCCAMPSBCHS@MICHIGAN.GOV

In the subject line of Email insert: Camp Interim Notification-Camp (name)
Note: Ensure all files sent are separate PDF's attached to the Email.

Should you have additional questions, contact the licensing unit at (866) 685-0006 or your assigned licensing consultant.