

# Resource Guide to Child Care Licensure in Michigan

Your step-by-step guide!



This guide provides general information and requirements that must be completed in order to become licensed. There are three different types of licensed child care facilities in Michigan; family, group, and center.

## Family Child Care Home

A family child care home license allows an individual to provide care or supervision for 1 to 6 unrelated children in a private home (where the licensee permanently resides as a member of the household) for less than 24 hours a day unattended by a parent or legal guardian.

## Group Child Care Home

A group child care home license allows an individual to provide care or supervision for 7 to 12 unrelated children in a private home (where the licensee permanently resides as a member of the household) for less than 24 hours a day unattended by a parent or legal guardian.

## Child Care Center

A child care center license allows an individual, agency, or corporation to provide care in a commercial space or building for 1 or more children under the age of 13. The children are in care less than 24 hours a day unattended by a parent or legal guardian and the center operates for more than two consecutive weeks.

## Choosing the Right License Type

Reading the laws and licensing rules will help you determine which license type fits your professional goals. Public Act 116, the Licensing Rules for Family and Group Child Care Homes, and the Licensing Rules for Child Care Centers can be found at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

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# Steps for a Family or Group Child Care License

## Step 1: Apply Online

The [application](#) must be completed online, including submission of a \$50.00 application fee for a family home or \$100.00 application fee for a group home. The fee is non-refundable. As part of the on-line application process, you will be instructed to complete some additional paperwork listed in steps 2-11.

The application and additional paperwork can be submitted in the [Child Care Hub Information Records Portal](#) (CCHIRP).

Instructional documents and videos are available on the [CCHIRP](#) website to help current and new providers navigate CCHIRP.

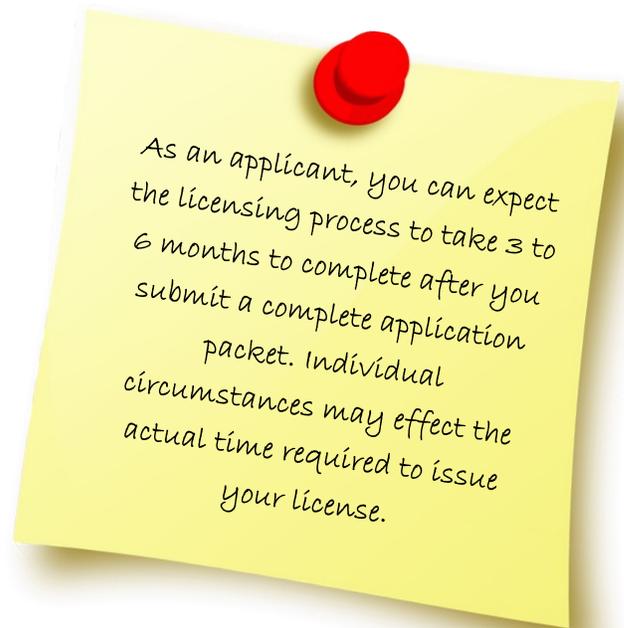
## Step 2: Zoning Approval

A [Zoning Approval](#) form is required for group child care homes only (CCL-3748). Zoning approval is required under the Zoning Enabling Act (2006 PA 110, MCL 110.325.32016).

Note: The Zoning Enabling Act requires counties and townships to grant zoning approval if the requirements of subsection (4) of the act are met. Except for the requirements in subsection (4) of the act, subsection (7) of the act indicates that a local county or township ordinance cannot be more restrictive than the Child Care Organization Act (1973 PA 116, MCL 722.111 to 722.128).

## Step 4: TB Testing

Documentation of freedom from communicable tuberculosis (TB) is required for all persons living in the home who are 14 years of age and older prior to license issuance. Child care staff members and child care assistants must also have documentation of TB test results.



## Step 3: Medical Clearance

A [Medical Clearance Request](#) (CCL-3704) needs to be completed by you and your physician or your physician's designee attesting to your mental and physical health. The Patient Information section must be completed before submitting the form to your physician or physician designee for completion. Child care staff members and child care assistants will also need to have a [Medical Clearance Request](#) completed.

## Step 5: Infant Safe Sleep

Documentation of training in Safe Sleep Practices to prevent Sudden Infant Death Syndrome is required for a licensee before a license will be issued. Child care staff members and child care assistants must also complete the training prior to caring for children. Safe sleep training is available on [MiRegistry.org](#).

# Steps for a Family or Group Child Care License Continued

## Step 6: Health and Safety

To meet the federal regulations, the licensee, child care staff members, and child care assistants will need to complete health and safety trainings. It is recommended that you take these courses through [MiRegistry](https://www.miregistry.org). To find these courses:

1. Go to [www.miregistry.org](https://www.miregistry.org)
2. Create an Individual MiRegistry account.
3. Go to the “Course Catalog.”
4. Type in “Health and Safety Training for Licensed Child Care Providers” in the “Course Title, Competency, or Qualifications” box and click on “Filter Courses.”
5. Complete “Health & Safety for Licensed Child Care Providers: Modules A, B, and C.”

## Step 8: Furnace/Hot Water

Proof of inspection and approval of your heating system (includes wood-burning stoves and any other permanently installed heating devices) and fuel-fired water heater within the past 12 months are required before a license is issued. Furnaces and other flame- or heat-producing equipment used to heat the home when children are in care and fuel-fired water heaters must be inspected by the following entities:

- A licensed heating contractor for a fuel-fired furnace.
- A licensed heating contractor or licensed plumbing contractor for a fuel-fired water heater.
- A mechanical inspector for the local jurisdiction or licensed mechanical inspector for a wood stove or other solid fuel appliance.

Note: Electric heat and electric hot water heaters do not require an inspection.



## Step 7: CPR and First Aid

Documentation of valid infant/child/adult CPR (cardiopulmonary resuscitation) and first aid certification is required for the licensee before a license will be issued. Child care staff members must have valid CPR and first aid certification prior to caring for children. Child care assistants and child care staff members must have valid CPR and first aid certification within 90 days of hire.

[First aid/CPR training](#) must be received from an organization approved by the department. A list of approved training organizations is available on the department’s website.



## Step 9: Fingerprinting

The following individuals associated with a licensed home need to be fingerprinted and must have a comprehensive background check:

- Applicants/Licensees
  - Child care staff members
  - Child care assistants
  - Unsupervised volunteers
  - Adult household members in child care homes
- You will receive more information on how to complete comprehensive background checks and fingerprints after your application and fee are submitted. More information can be found at [www.michigan.gov/ccbc](https://www.michigan.gov/ccbc).

# Steps for a Family or Group Child Care License Continued

## Step 10: Environmental Health

An environmental health inspection and approval are required if your application indicates that your home has a private well and/or septic system.

The environmental health inspection, requested and paid for by licensing, is done by your local health authority prior to becoming licensed.

## Step 12: Orientation

After review and approval of all required documentation, you will be invited to attend a 6- hour licensing orientation.

You can expect:

- To learn about the licensing rules and laws.
- To receive resources and tools to be successful.
- To learn how to prepare for your inspection.
- To be able to ask any questions you may have.

## Step 14: On-Site Inspection

After you have prepared, your licensing consultant will schedule an on-site inspection.

During the inspection, your consultant will:

- Inspect your home and the premises for compliance with the rules and laws.
- Review your paperwork including your discipline policy and emergency procedures.
- Discuss the terms of your license such as ages served and hours of operation.
- Answer any questions you may have.

If there are things in the environment or paperwork that need to be corrected, your licensing consultant will create a corrective action plan with you. To verify the corrections were made, another inspection or electronic documentation may be required before the license is issued.

## Step 11: Radon

Documentation that the level of radon gases does not exceed 4 picocuries per liter of air in the lowest level of your home is required before a license is issued.

More information can be found at [www.michigan.gov/radon](http://www.michigan.gov/radon).



## Step 13: Prepare for Inspection

Once you have attended orientation, you should spend some time preparing for your initial on-site inspection. To prepare, you should:

- Review all of the rules and laws.
- Use the [Family and Group Child Care Home Compliance Record](#) checklist to check for compliance with the rules.
- Contact your licensing consultant with any follow-up questions or concerns.
- Schedule your on-site inspection.

## Step 15: Original License

Once it has been determined that you are in compliance with the rules and the law, you will be issued a 6-month original license.

Prior to the expiration of the 6 month original license, you will receive a renewal application packet. After you submit a complete renewal application packet and renewal fee, an on-site inspection will occur. If you are found to be in compliance with the rules and law, you will then be issued a regular license that is valid for 2 years.

# Steps for Child Care Center License

## Step 1: Find a Location

The first step in the process of opening a child care center is finding a location. When looking at locations, it is important to keep the following in mind:

- Does the location have enough square footage for the desired capacity?
- Are there enough toilets and sinks?
- Is there a safe outdoor play area?
- Is the building and premises in good condition?
- Is the location ideal for a child care center?
- Does the building meet the licensing requirements?

## Step 2: Local Requirements

Applicants should check with their local zoning boards, townships, and fire marshal. Some communities have their own requirements for a child care center beyond what the department requires. This may include steps such as local permits, certificates of occupancy, or special zoning approvals before a child care center can open for operation.

## Step 4: Corporation & Tax ID

Federal tax identification paperwork will need to be submitted to the department. In addition, corporations will need to submit proof of their corporation status.

## Step 5: Licensee Designee

A licensee designee is the individual who will be responsible for overseeing child care licensing within the organization applying for a child care center license. A [Child Care License Designee form \(CCL-5003\)](#) and a [Child Care Licensing Information Request form \(BCHS-CCL-001\)](#) must be submitted.



## Step 3: Apply Online

The [application](#) must be completed online, including submission of the application fee. The fee for child care center licenses is based on the capacity of the center. The fee is non-refundable.

Capacity	Fee
1-20	\$150
21-50	\$200
51-100	\$250

The application and additional paperwork can be submitted in the

[Child Care Hub Information Records Portal \(CCHIRP\)](#).

Instructional documents and videos are available on the [CCHIRP](#) website to help current and new providers navigate CCHIRP.

# Steps for a Child Care Center License Continued

## Step 6: Fire Inspection

Fire safety inspections are a necessary part of the licensing process. It is a means of assuring that the building used for a child care center is in compliance with essential fire safety requirements for licensure. A list of [qualified fire safety inspectors for child care centers](#) is available on the department's website.

For centers operating in a school building, a copy of a previous approval from the Bureau of Fire Services, the State Fire Marshal or a statement from the school district superintendent using the [Certification of School Building Compliance with Fire Safety Provisions \(CCL-5043\)](#) form is acceptable in lieu of a fire safety inspection.

Note: A plan review is required for:

- New construction, remodeling, or additions to a building.
- Renovation, including fire alarms, hood suppression systems, or sprinkler systems.
- Any structural, mechanical, plumbing, or electrical changes.

The applicant or licensee must submit a [Plan Review](#) through the [Bureau of Fire Safety](#).

## Step 9: Furnace/Hot Water

Proof of inspection and approval of your heating system and fuel-fired water heater within the past 12 months are required before a license is issued.

Furnaces and other flame- or heat-producing equipment used to heat the center when children are in care and fuel-fired water heaters must be inspected by the following entities:

- A licensed heating contractor for a fuel-fired furnace.
- A licensed heating contractor or licensed plumbing contractor for a fuel-fired water heater.
- A boiler must be inspected and a certificate provided by the boiler division, department of licensing and regulatory affairs.

Note: Electric heat and electric hot water heaters do not require an inspection.

## Step 7: Environmental Health

Environmental health inspections are required for original licenses. To schedule an inspection, contact your local health department. You will need to submit the [Environmental Health Inspection Request](#) form along with payment to your local health department.

## Step 8: Lead Risk Assessment

A center located in a building constructed prior to 1978 must submit a lead hazard risk assessment report indicating the proposed child use space, including outdoor play areas, is safe. The [Lead Hazard Risk Assessment Summary \(CCL-4344\)](#) form must be included with the lead hazard risk assessment to document compliance with this rule.

A list of [certified lead risk assessors](#) is available on the department's website.



## Step 10: Playground Inspection

Centers with elevated playground equipment must comply with the 2010 Edition of the [Consumer Product Safety Commissions Handbook on Public Playground Safety](#). A playground inspection by a Certified Playground Inspector is required. The inspector will document compliance using the [Playground Inspection Certification Summary \(CCL-5047\)](#). A list of [Certified Playground Inspectors](#) can be located on the department's website.

# Steps for a Child Care Center License Continued

## Step 11: Fingerprinting

The following individuals need to be fingerprinted and must have a comprehensive background check:

- Applicants/Licensees
- Child care staff members and assistants
- Unsupervised volunteers

You will receive more information on how to complete comprehensive background checks after your application and fee are submitted. More information can be found at

[www.michigan.gov/ccbc](http://www.michigan.gov/ccbc).

## Step 13: Policies and Procedures

The following policies, procedures, and paperwork will need to be submitted and reviewed by your licensing consultant:

- Information packet for parents/guardians.
- Emergency procedures and crisis management plan.
- Staffing and professional development plans.
- Policy for ill staff, volunteers, and children.
- Child abuse and neglect reporting policy.
- Screening and supervision policy for staff and volunteers.

Note: Additional paperwork may be required. Your consultant will notify you of the required paperwork.

## Step 15: On-site Inspection

Once all required paperwork is submitted, your consultant will schedule an on-site inspection.

During the inspection, your consultant will:

- Inspect your center and the premises for compliance with the rules and laws.
- Measure the child use spaces.
- Answer any questions you may have.

Note: If there are items that need to be corrected, your consultant will create a corrective action plan with you. To verify that the corrections were made, another inspection or documentation may be required before the license is issued.

## Step 12: Program Director

Each child care center is required to have at least one program director approved by the department. Program director requirements are outlined in the [Licensing Rules for Child Care Centers](#). The following information will need to be submitted to your consultant in order to approve a program director:

- A copy of official transcripts.
- Montessori credentials, if applicable.
- Documentation of hours of experience.
- Valid child development associate (CDA) credential, if applicable.
- [Child Care License Designee form \(CCL-5003\)](#).
- [Child Care Licensing Information Request form \(BCHS-CCL-001\)](#).

## Step 14: Staff Requirements

Child care staff members and unsupervised volunteers are required to complete specific trainings including an orientation, CPR, first aid, and health and safety trainings. In addition, each classroom/well-defined space needs a lead caregiver with lead caregiver qualifications. The requirements are outlined in the [Licensing Rules for Child Care Centers](#).

## Step 16: Original License

Once it has been determined that you are in compliance with the rules and the law, you will be issued a 6-month original license.

Prior to the expiration of the 6 month original license, you will receive a renewal application packet. After you submit a complete renewal application packet and renewal fee, an on-site inspection will occur. If you are found to be in compliance with the rules and law, you will then be issued a regular license that is valid for 2 years.

## Helpful Resources for Child Care Providers

### Child Care Licensing Bureau

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

**Phone**

517-284-9730

**Fax**

517-763-0217

**Email**

MILEAP-CCLB-help@michigan.gov

**Mailing Address**

P.O. Box 30664

Lansing, MI 48909-8164

### MiRegistry

[www.miregistry.org](http://www.miregistry.org)

**Phone**

833-386-9238

**Email**

support@miregistry.org

### Great Start to Quality

[www.greatstarttoquality.org](http://www.greatstarttoquality.org)

**Phone**

877-614-7328

### Child Care Background Checks

[www.michigan.gov/ccbc](http://www.michigan.gov/ccbc)

**Phone**

844-765-2247 ext. 4

### Child Development and Care

[www.michigan.gov/childcare](http://www.michigan.gov/childcare)

