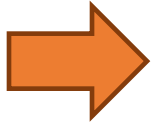


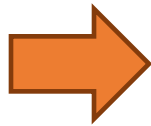
# Child Development and Care - License Exempt Provider Registration Process

## Step 1: Application and Orientation Training



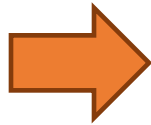
Complete the **Child Development and Care (CDC) License Exempt Provider Application**, located at [www.michigan.gov/childcare](http://www.michigan.gov/childcare). If you have not previously completed the one-time Great Start to Quality Orientation training, visit [www.miregistry.org](http://www.miregistry.org) or call 1-877-614-7328 to be registered for training. You may complete the application and training processes at the same time. (It is not necessary to do one before the other.) Care provided before the application is submitted and more than 30 days before training was completed is not eligible for payment by CDC.

## Step 2: Submit Application



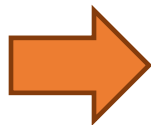
Mail or fax your completed application to CDC, along with proof of your identity, age, residential address, and a copy of your Social Security Card. The name and address on your proofs must match the information on your application. Fax number: 517-284-7529. Address: Michigan Department of Education, Child Development and Care, P.O. Box 30267, Lansing, MI 48909.  
**Note:** Failure to provide the required proofs and a valid phone number will result in your application being denied.

## Step 3: Interview



The CDC office will contact you for a mandatory phone interview at the phone number listed on the application.

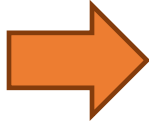
## Step 4: Enrollment Process



Applicant and household member information will be entered into the Provider Enrollment System. Criminal background checks will be completed on the applicant in the following manner:

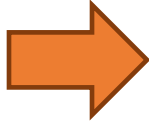
- License Exempt-Related applicants: Background checks will be done on the applicant and all adult household members using Internet Criminal History Access Tool (ICHAT), Public Sex Offender Registry (PSOR), Offender Information Tracking System (OTIS), and the Child Abuse and Neglect Central Registry.
- License Exempt-Unrelated applicants: Background checks will be done on the applicant using Internet Criminal History Access Tool (ICHAT), Public Sex Offender Registry (PSOR), Offender Information Tracking System (OTIS), and the Child Abuse and Neglect Central Registry. In addition to the checks mentioned above, License Exempt-Unrelated applicants will also need a comprehensive FBI fingerprint check.

**Step 5:**  
Eligibility Decision



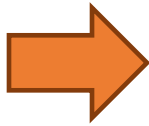
You will receive the Eligibility Decision Notice, which will include your provider ID number. If no criminal history matches were found during your enrollment, the notice will indicate you are approved. If there were criminal history matches found during the enrollment, the notice will indicate you are denied.

**Step 6:**  
Review of Denial of  
a License Exempt-  
**Related** Provider  
Application Due to  
Background Check



If your License Exempt provider application is denied due to the criminal background check done using Internet Criminal History Access Tool (ICHAT), Public Sex Offender Registry (PSOR), or Offender Information Tracking System (OTIS), you will be notified by mail of the denial and provided instructions regarding your options to request an Administrative Review of the denial.

**Step 7:**  
Review of Denial of  
a License Exempt-  
**Unrelated** Provider  
Application Due to  
Fingerprint Check



If your License Exempt-Unrelated provider application is denied due to the results of the fingerprint check and you believe that the results are in error, you may file a redetermination request with the **Department of Licensing and Regulatory Affairs**. **Note:** The fingerprint check **only** applies to License Exempt-Unrelated providers.