

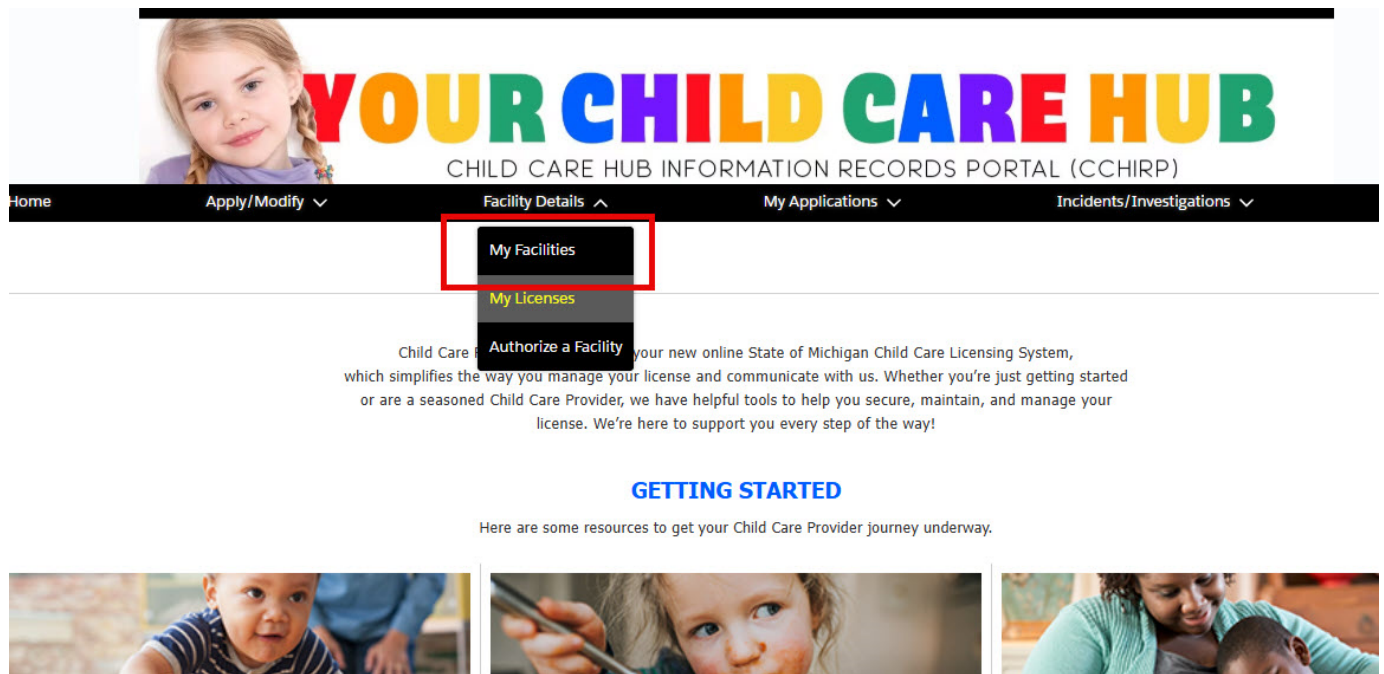
Adding and Removing Program Administrators, Licensee Designees and Central Administrators for Centers

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Adding a program administrator, licensee designee, or central administrator

1. Log into CCHIRP
2. Click on facility details tab in CCHIRP and select My Facilities



3. Click on Add/Modify within the facility that you would like to make the change

Facility Name Henrik's Play house	Facility Address 6658 Lansing Road, Lansing, MI, United States, 48917	Phone Number (822)993-1670	Email Address henriksplayhouse@maildrop.c c	License Status Active	Remove Facility Staff Add/Modify Modify Mailing Address Upload Document
MiLeap Contact Laura CONSULTANT Piacentini piacentinil@michigan.gov					

Facility Name Wizard McWizardface Child Care Center	Facility Address 1701 Lake Lansing Road, Lansing, MI, US, 48912	Phone Number (989)989-9898	Email Address wizardmcwizardface@maildro p.cc	License Status Active	Remove Facility Staff Add/Modify Modify Mailing Address Upload Document
MiLeap Contact Service Account SSO MiLEAP-CCLB-Help@michigan.gov					

4. Click on add a new center employee and the next button and then on the next screen click add.

Select one of the options below to proceed to next page

Choose One

Modify Existing Center Employee Add a new Center Employee

[Next](#)

5. Fill out all the required information and click next

Additional Contact


Additional Contact Add

Program Administrator
 License Designee
 Central Administrator

Error: Required

Prefix * First Name

Middle Name * Last Name Suffix

* Birthdate  * SSN

* Phone Number * Email Address

* Address

Uploading documents to an existing contact

1. Log into CCHIRP
2. Click on facility details and click on my facilities

YOUR CHILD CARE HUB
CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

Home Apply/Modify Facility Details My Applications Incidents/Investigations

My Facilities
My Licenses
Authorize a Facility

Child Care License Information: your new online State of Michigan Child Care Licensing System, which simplifies the way you manage your license and communicate with us. Whether you're just getting started or are a seasoned Child Care Provider, we have helpful tools to help you secure, maintain, and manage your license. We're here to support you every step of the way!

GETTING STARTED

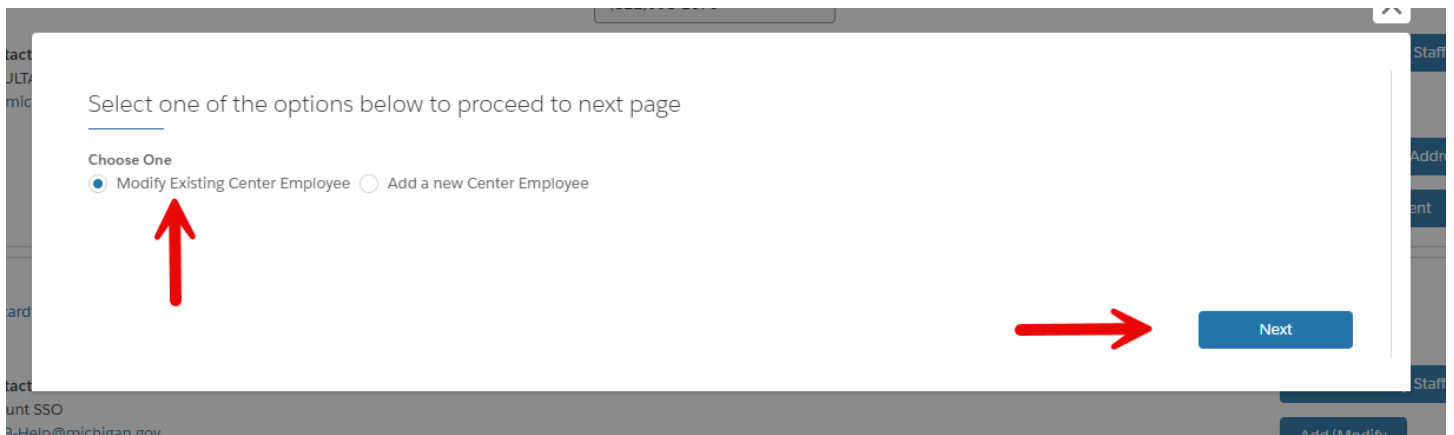
Here are some resources to get your Child Care Provider journey underway.

3. Click on the Add/Modify button

Facility Name	Facility Address	Phone Number	Email Address	License Status
Henrik's Play house	6658 Lansing Road, Lansing, MI, United States, 48917	(822)993-1670	henriksplayhouse@maildrop.c c	Active
MiLeap Contact Laura CONSULTANT Piacentini piacentinil@michigan.gov				
Remove Facility Staff				
Add/Modify				
Modify Mailing Address				
Upload Document				

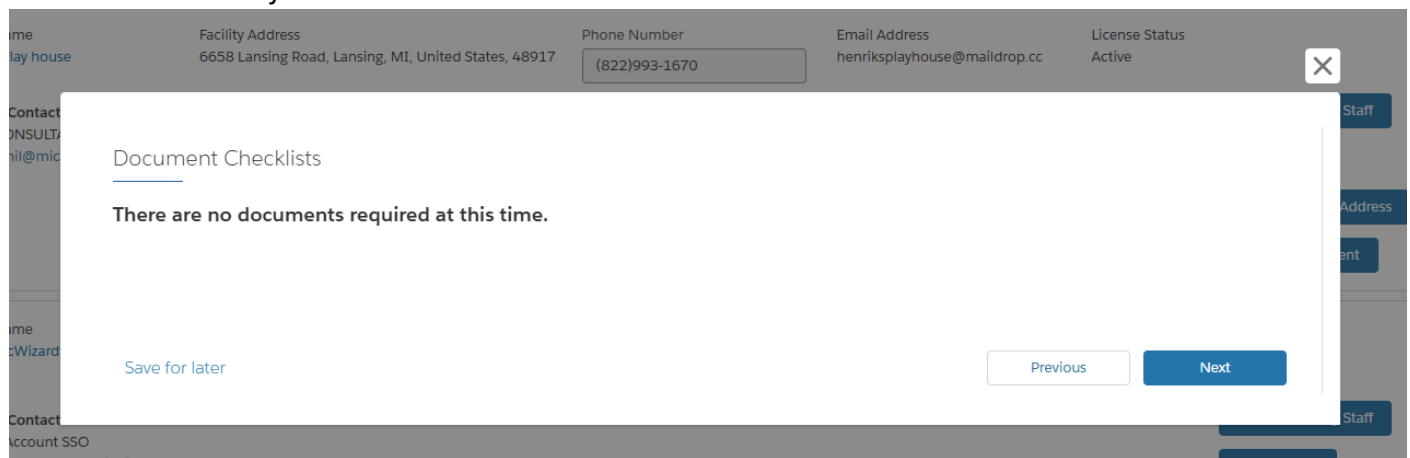
Facility Name	Facility Address	Phone Number	Email Address	License Status
Wizard McWizardface Child Care Center	1701 Lake Lansing Road, Lansing, MI, US, 48912	(989)989-9898	wizardmcwizardface@maildro p.cc	Active
MiLeap Contact Service Account SSO MiLEAP-CCLB-Help@michigan.gov				
Remove Facility Staff				
Add/Modify				
Modify Mailing Address				
Upload Document				

4. Click on modify an existing center employee

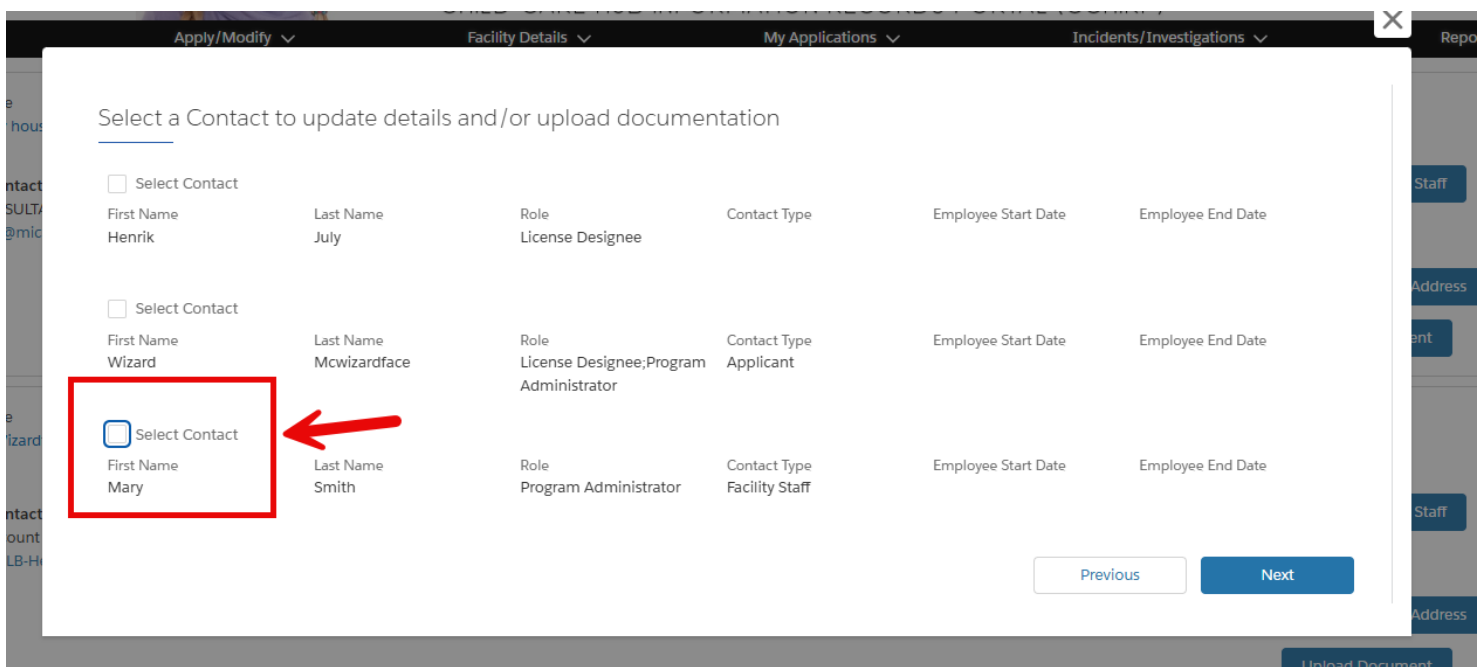


5. Select the contact you would like to upload documents for

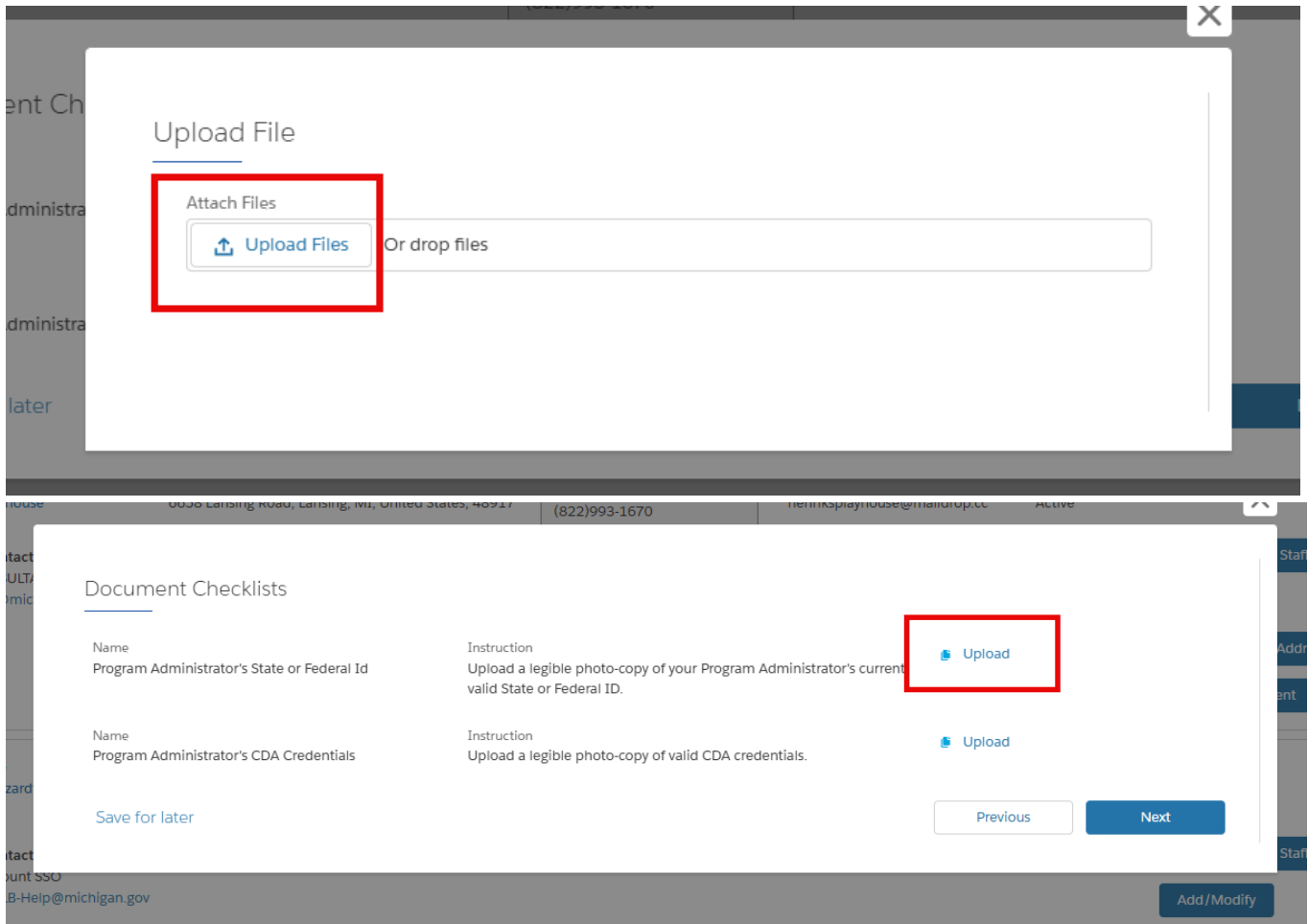
6. If you receive this message, contact your consultant and ask them to update the document checklist for you



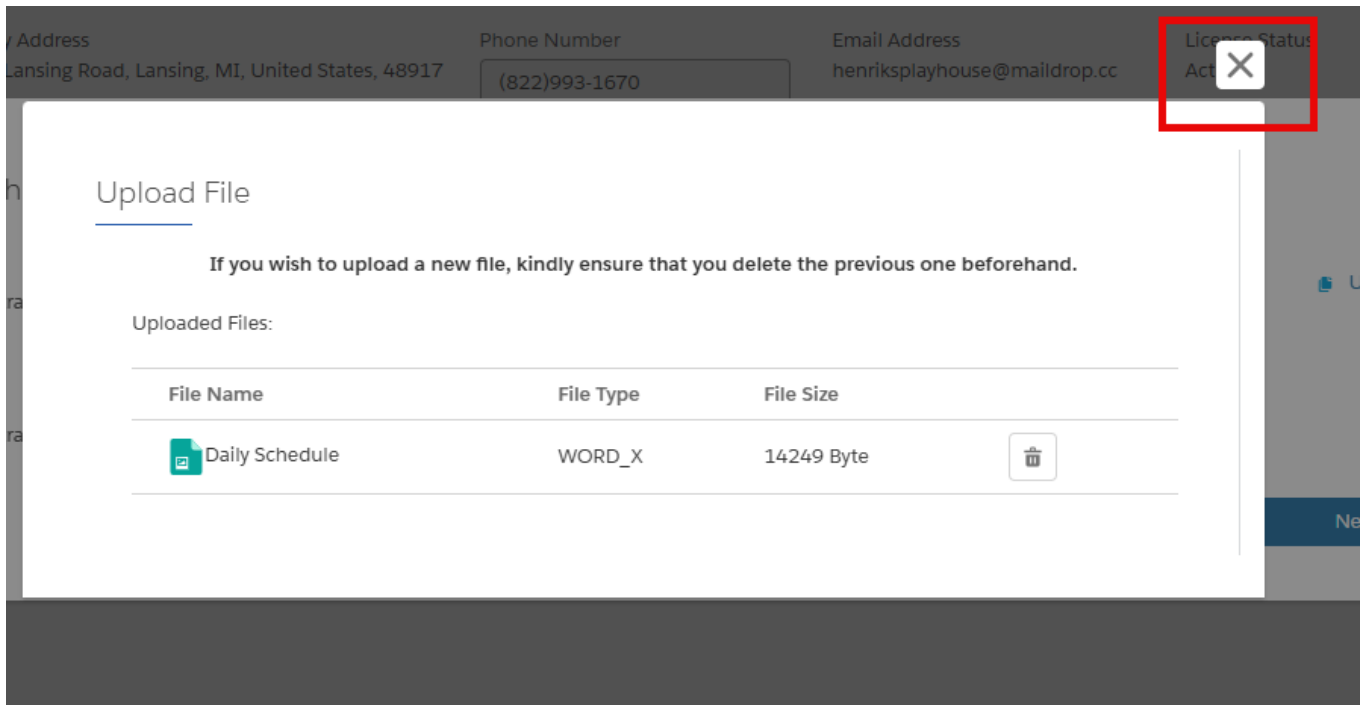
7. Select the contact you would like to upload files for



8. Click up upload button and select upload file



9. Once your file is uploaded, click the X button



10. Click the next button when you are finished uploading items

The screenshot shows a web interface for document checklists. At the top, there is a header with fields for Facility Address (6658 Lansing Road, Lansing, MI, United States, 48917), Phone Number ((822)993-1670), Email Address (henriksplayhouse@maildrop.cc), and License Status (Active). Below this is a modal window titled "Document Checklists" with a close button (X) in the top right corner. The modal contains two rows of checklist items:

Name	Instruction	Preview	Upload
Program Administrator's State or Federal Id	Upload a legible photo-copy of your Program Administrator's current valid State or Federal ID.	Daily Schedule	Upload
Program Administrator's CDA Credentials	Upload a legible photo-copy of valid CDA credentials.		Upload

At the bottom of the modal, there are buttons for "Save for later", "Previous", and "Next". The "Next" button is highlighted with a red rectangular box. Below the modal, there is an "Add/Modify" button.

11. You will then receive a message saying your record was updated successfully

The screenshot shows the same web interface as above, but now displaying a success message. The modal window is titled "Record Updated Successfully!" and has a close button (X) in the top right corner. At the bottom of the modal, there are two buttons: "Previous" and "Submit".

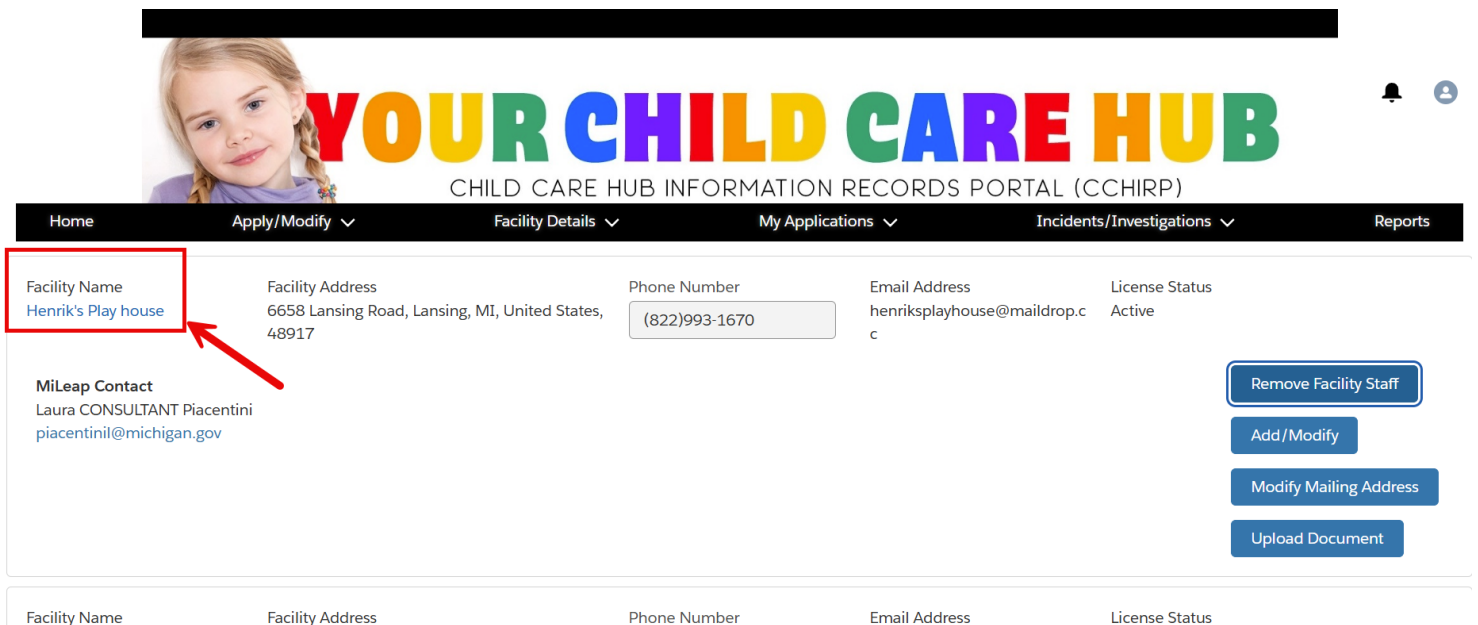
Removing a program administrator, licensee designee, or central administrator

1. Log into CCHIRP
2. Click on facility details tab in CCHIRP and select My Facilities



The screenshot shows the CCHIRP homepage. At the top, there is a banner with a child's face and the text "YOUR CHILD CARE HUB" in large, colorful letters, followed by "CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)". Below this is a navigation bar with tabs: "Home", "Apply/Modify", "Facility Details", "My Applications", and "Incidents/Investigations". A dropdown menu is open under "Facility Details", with "My Facilities" highlighted in a red box. Below the menu, there is a section titled "GETTING STARTED" with a sub-header "Here are some resources to get your Child Care Provider journey underway." and three images of children and a caregiver.

3. Click on the facility name to open and see the facilities details



The screenshot shows the facility details page for "Henrik's Play house". The page has a header with the same "YOUR CHILD CARE HUB" banner and navigation bar as the previous screenshot. The "Facility Details" tab is selected. The main content area displays the following information:

Facility Name	Facility Address	Phone Number	Email Address	License Status
Henrik's Play house	6658 Lansing Road, Lansing, MI, United States, 48917	(822)993-1670	henriksplayhouse@maildrop.c c	Active

Below the table, there is a "MiLeap Contact" section with the following information:

MiLeap Contact
Laura CONSULTANT Piacentini
piacentinil@michigan.gov

On the right side of the page, there are four buttons: "Remove Facility Staff", "Add/Modify", "Modify Mailing Address", and "Upload Document". A red box highlights the "Facility Name" field, and a red arrow points to it.

4. Click on the related tab to see related contacts

The screenshot shows the 'CHILD CARE HUB INFORMATION RECORDS' interface. At the top, there is a navigation bar with 'Home', 'Apply/Modify', 'Facility Details', and 'My Applications'. Below this, the account information for 'Wizard McWizardface Child Care Center' is displayed, including Business License Status (Regular), Facility Address (1701 Lake Lansing Road, Lansing, MI 48912, US), License Number (DC334027648), and Approved Variance (checkbox). The 'DETAILS' and 'RELATED' tabs are visible at the bottom of the main content area. The 'RELATED' tab is highlighted with a red box, and a red arrow points to it from the right.

5. Click on the drop-down box and select edit relationship

The screenshot shows the 'RELATED' tab selected. It displays a table titled 'Related Contacts (2)'. The table has four columns: 'Contact Name', 'Facility Name', 'CCBC Id', and 'Contact Type'. There are two rows of data. The first row is for 'Henrik J July' at 'Henrik's Play house' with CCBC Id '000787715'. The second row is for 'Wizard Mcwizardface' at 'Wizard McWizardface ...' with CCBC Id '000787555' and Contact Type 'Applicant'. A red arrow points to the drop-down menu in the 'Contact Type' column of the first row. Below the table, there is a 'View All' link.

Contact Name	Facility Name	CCBC Id	Contact Type
Henrik J July	Henrik's Play house	000787715	▼
Wizard Mcwizardface	Wizard McWizardface ...	000787555	Applicant ▼

[View All](#)

DETAILS

RELATED

Related Contacts (2)

Contact Name	Facility Name	CCBC Id	Contact Type
Henrik J July	Henrik's Play house	000787715	
Wizard Mcwizardface	Wizard McWizardface ...	000787555	Applicant

[View All](#)

View Relationship
Edit Relationship



6. Select the active box so that the blue checkmark goes away and enter in the end date for that employee and click save.

Edit Account Contact Relationship

* = Required Information

Account Contact Relationship Information

Account: Wizard McWizardface Child Care Center

Contact: Henrik J July

Is Applicant a Licensee?

Relationship Status

Start Date:

End Date:

Active:

Roles

Available: Program Administra..., Central Administrator

Chosen: License Designee

Contact Type: --None--

Relationship:

System Information

Created By: User17513755543671893996, 8/22/2025, 10:43 AM

Last Modified By: User17513755543671893996, 8/22/2025, 10:43 AM

[Cancel](#) [Save & New](#) [Save](#)



Relationship Status

Start Date

End Date

Format: 12/31/2024

Active



System Information