



CHILD CARE  
LICENSING BUREAU



## Modification

JOB AID



## Purpose

This job aid will explain how to submit a Modification in the Child Care Licensing Bureau (CCLB) Provider Portal.



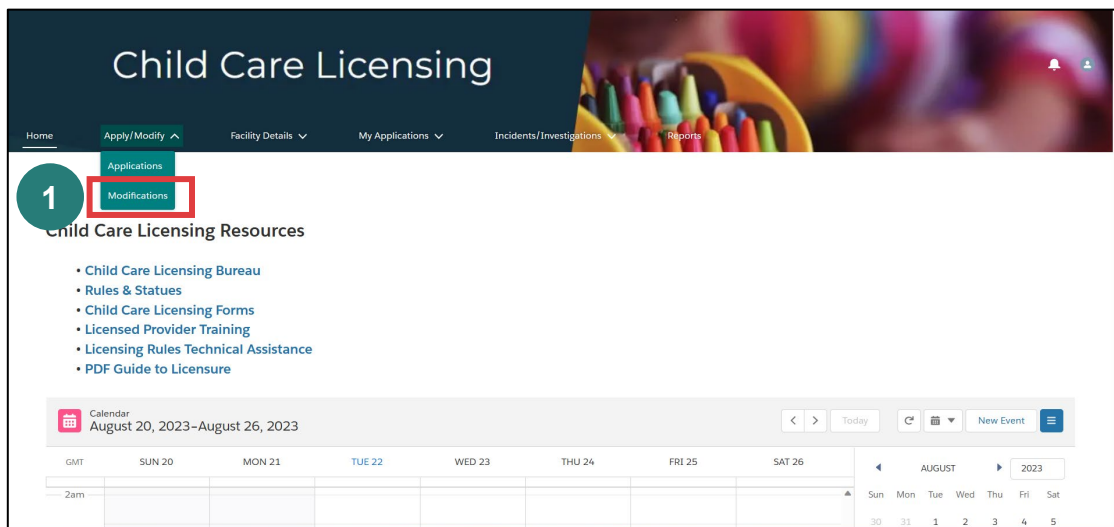
## Business Role(s)

- Providers

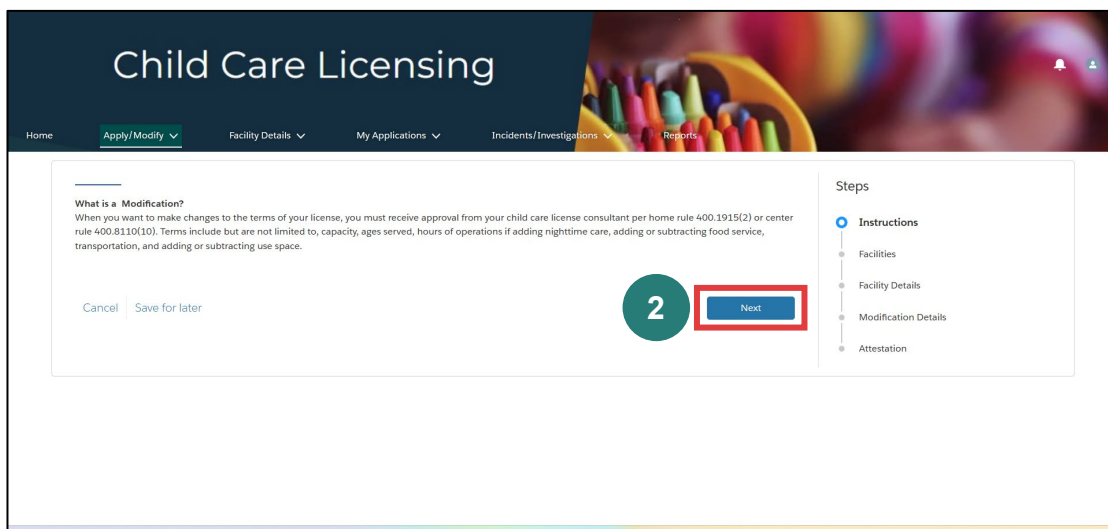
# Modification

To apply for a modification to your license, follow the steps below:

1. Navigate to the CCLB Provider Portal, select the **Apply/Modify** dropdown and click on **Modifications**.



2. Read the guidance provided on modifications and click on the **Next** button.



# Modification

3. Select the relevant facility for which you would like to make modification request and click on the **Next** button.

Child Care Licensing

Home Apply/Modify Facility Details My Applications Incidents/Investigations Reports

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

### Select Facility

Select Facility

Facility/Licensee Name	Street Address
Kent St. Child Care Facility	10 Kent St.
License Number	City
DCIS0001694	Lake Isabella
Preferred Phone Number	State
(534)534-5345	MI
	Zip
	48893

Cancel Save for later

3 Next

Steps

- Instructions
- Facilities
- Facility Details
- Modification Details
- Attestation

4. Confirm Facility Details and click on the **Next** button.

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### Facility Details

Facility/Licensee Name	Street Address
Kent St. Child Care Facility	10 Kent St.
City	State
Lake Isabella	MI
Zip	License Number
48893	DCIS0001694
Preferred Phone Number	
(534)534-5345	

Cancel Save for later

4 Next

Steps

- Instructions
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# Modification

5. Select the type(s) of Modification requests you would like to submit to CCLB.

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### Modification Details

*Note: Prior to starting any renovations, remodeling or new construction, contact your licensing consultant about the need for a plan review.*

\* Please Indicate the type of Modification Request

- Change of Capacity
- Change of Use Space
- Change of Age Ranges
- Program Components
- Other

Error: Please Indicate the type of Modification Request is required.

Cancel Save for later Previous **Next**

Steps

- Instructions
- Facilities
- Facility Details
- Modification Details**
- Attestation

6. Fill in the corresponding information fields and click on the **Next** button.

### Modification Details

*Note: Prior to starting any renovations, remodeling or new construction, contact your licensing consultant about the need for a plan review.*

\* Please Indicate the type of Modification Request

- Change of Capacity
- Change of Use Space
- Change of Age Ranges
- Program Components
- Other

Change of Capacity

From: 25 To: 30

Please explain

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud

Please answer the following questions regarding restroom facilities available for children's use:

\* What is the total number of toilets available?  
30

\* What is the total number of sinks available?  
30

Do the number and toilets and sinks meet the requirements of 400.8350(1)?  
Yes

Cancel Save for later **Next**

Steps

- Instructions
- Facilities
- Facility Details
- Modification Details**
- Attestation

# Modification

7. Read the attestation statement, select the confirmation box and click the **Submit** button.

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### Attestation

Please attest to the following

By checking this box, I (we) sign this modification application and certify that the statements in this document are true and complete, including all attached documents and information provided as part of this application. I (We) understand that any omitted statement, misrepresentation, or fraud of any of the documents and information provided on or as part of this modification application may be cause for denial of my (our) request, disciplinary action, and/or may be punishable by law.

**\*Rule R 400.8350(1):**  
A center shall provide toilet and hand washing sinks as follows:

- A center operating with children in attendance less than 5 continuous hours a day shall provide at least 1 toilet and 1 hand washing sink for every 20 children or fraction thereof.
- A center operating with children in attendance 5 or more continuous hours a day shall provide at least 1 toilet and 1 hand washing sink for every 15 children or fraction thereof.

Cancel Save for later

Steps

- Instructions
- Facilities
- Facility Details
- Modification Details
- **Attestation**

**Note:** Once the modification request is received by your consultant, they will reach out to discuss next steps in the process. Once the Modification Inspection has been scheduled, there will be a reminder on your Provider Portal home screen.

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### Upcoming Inspection:

Facility Name Torrey Child Care	Address Glenmore Street, Redford Charter Township, MI, 48240, US	Inspection Name Modification Inspection
Consultant Name Juan Gomez	Inspection Date/Time 8/29/2023, 12:00 PM	Attended Stephen Torrey

### Child Care Licensing Resources

- [Child Care Licensing Bureau](#)
- [Rules & Statutes](#)
- [Child Care Licensing Forms](#)
- [Licensed Provider Training](#)
- [Licensing Rules Technical Assistance](#)
- [PDF Guide to Licensure](#)