



## Closure

JOB AID



## Purpose

This job aid will explain the different methods and actions necessary for license closure in the Child Care Licensing Bureau (CCLB) Provider Portal.



## Business Role(s)

- Providers

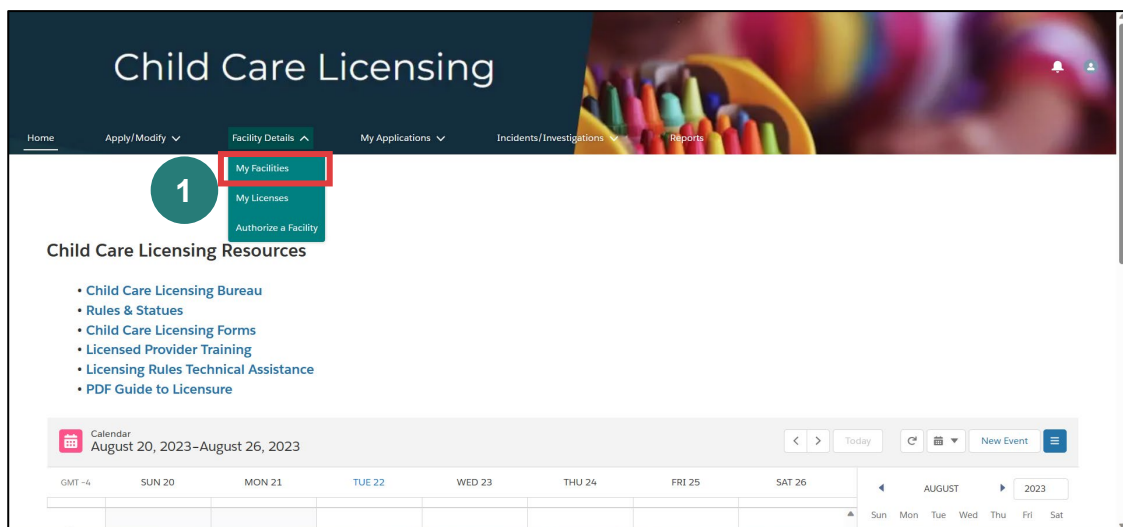
# Closure

License closure can be achieved by the following methods below:

*Note:* prior to license issue or refusal, an application can be withdrawn by the provider through directly contacting the consultant.

- Revocation – if a facility has multiple and/or unaddressed violations, the license will be revoked. Documentation from Special Investigation and Corrective Action Plans are sent to an Area Manager for revocation approval. Providers can appeal this decision by contacting their consultant and escalate to a disciplinary action committee review.
- Refusal to Renew – when a provider is in the process of renewing their license but fails to meet compliance requirements or has multiple violations during their time as a Child Care Provider, CCLB may choose to refuse the license renewal application. Providers can appeal this decision by contacting their consultant and escalate to a disciplinary action committee review.
- Closure – a provider can choose to close their license voluntarily. CCLB is notified that the provider does not intend to maintain their license and a consultant will reach out to confirm. When the license expires, the profile is archived but the information is saved for any future reference. A provider can begin this process directly from their dashboard by performing the following actions:

1. Enter the CCLB Provider Portal to select the **Facility Details** dropdown and click on **My Facilities**.



# Closure

2. Click on the link of the facility you wish to close.

The screenshot shows the 'Child Care Licensing' dashboard. At the top, there is a navigation bar with links for Home, Apply/Modify, Facility Details, My Applications, Incidents/Investigations, and Reports. Below the navigation bar is a table listing facilities. The first row is highlighted with a red box around the facility name 'Kent St. Child Care Facility'. A green circle with the number '2' is positioned to the left of this row. The table has columns for Facility Name, Facility Address, Phone Number, Email Address, License Status, and buttons for 'Remove Facility Staff' and 'Add/Modify'.

Facility Name	Facility Address	Phone Number	Email Address	License Status	
Kent St. Child Care Facility	5 Pine St., South Haven, MI, US, 49090	(534)534-5345	test@test.com	Application in Progress	Remove Facility Staff Add/Modify
Kent St. Child Care Facility	10 Kent St., Lake Isabella, MI, US, 48893	(938)383-9300	manuelito@tkhplanesw.com	Active	Remove Facility Staff Add/Modify

3. Click on the **Close License/Facility** button.

The screenshot shows the 'Child Care Licensing' dashboard with the details for 'Kent St. Child Care Facility'. The page title is 'Account Kent St. Child Care Facility'. Below the title, there are fields for License Status (Application in Progress), Phone ((534) 534-5345), Facility Address (5 Pine St., South Haven, MI 49090 US), Business License, and Approved Variance (checkbox). Below these fields are tabs for 'DETAILS' and 'RELATED'. Under the 'DETAILS' tab, there are fields for Facility Name (Kent St. Child Care Facility), License Type (Center), Facility Federal Number, Preferred Email, Parent Account, Business License, Phone ((534) 534-5345), and Facility Email (test@test.com). A red box highlights the 'Close License/Facility' button in the top right corner. A green circle with the number '3' is positioned to the left of this button.

# Closure

4. Read the Attestation statement and check the **I agree with statements above** box.

Child Care Licensing

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

### Facility/License Closure

Attestation :

- I am aware that the Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.11 et seq.; MSA 25.358(11) et seq. requires all facilities to be licensed and provides penalties for failure to comply.
- I do not wish to keep my license open and not operate, while maintaining compliance with licensing rules and inspections as required.
- I understand that once I submit my request to close my license, the closure cannot be undone. If I decide to pursue child care licensure in the future, I will have to submit a new application for licensure.

If you have questions about any of these acknowledgments, please contact your child care licensing consultant before proceeding further.

Please select "I agree with statements above"

I agree with statements above

Cancel

Submit

Steps

- Facility/License Closure
- Facility Closure

5. Click on the **Submit** button.

Child Care Licensing

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

### Facility/License Closure

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If you have questions about any of these acknowledgments, please contact your child care licensing consultant before proceeding further.

I agree with statements above

Cancel

Submit

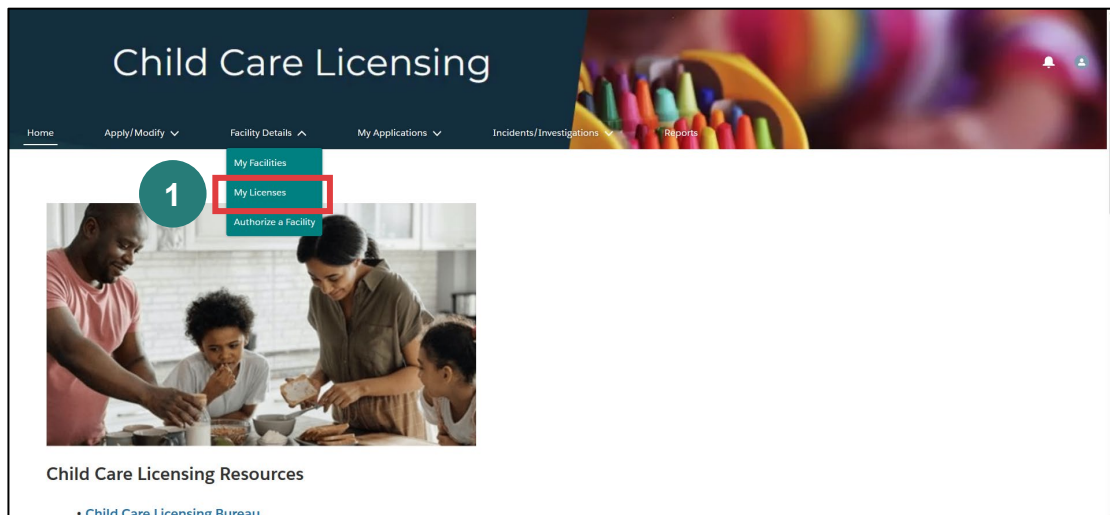
Steps

- Facility/License Closure
- Facility Closure

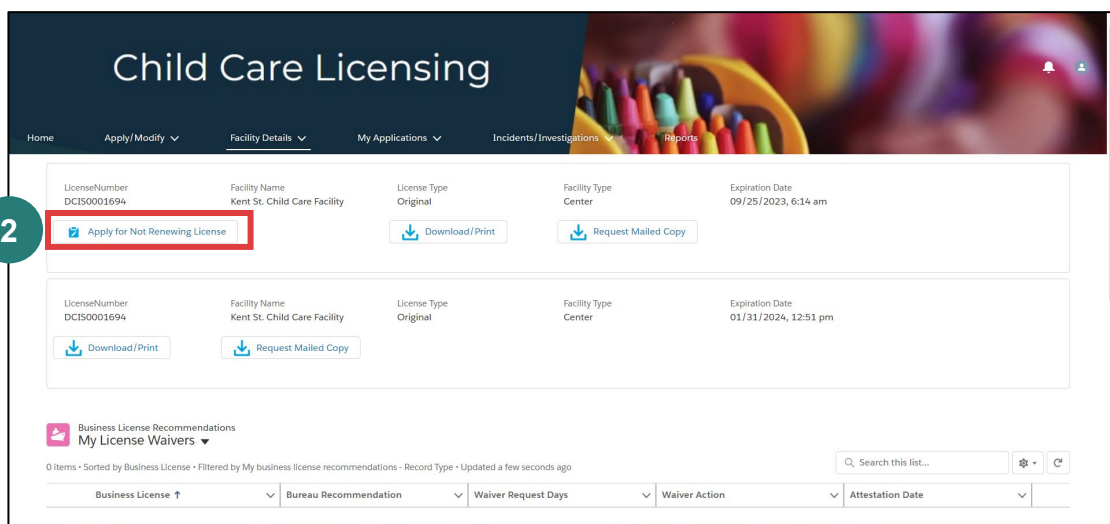
# Closure

A provider can also achieve license closure by not renewing their license, following the steps below:

1. Enter the CCLB Provider Portal to select the **Facility Details** dropdown and click on **My Licenses**.

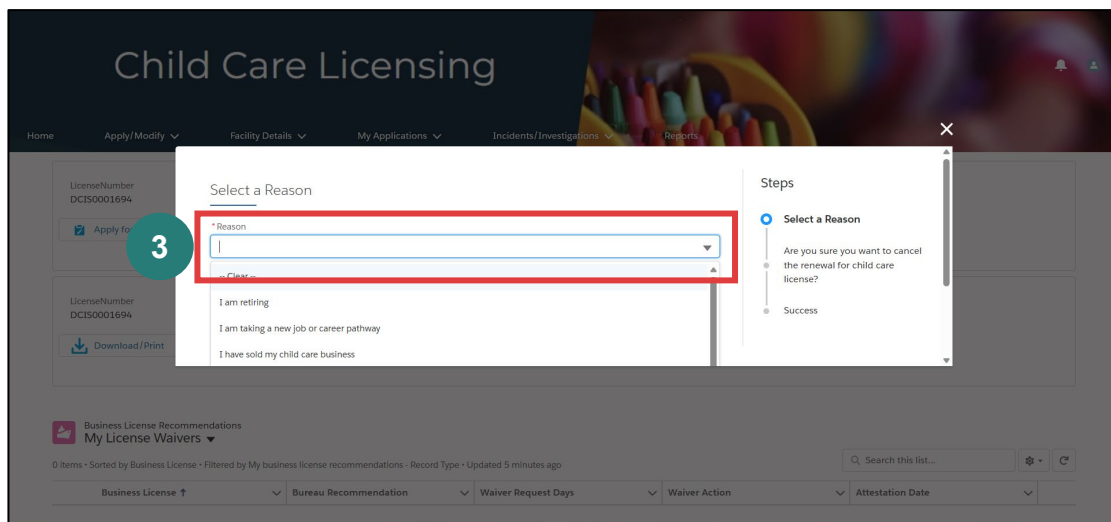


2. Find the license you do not wish to renew and click the **Apply for Not Renewing License** button.

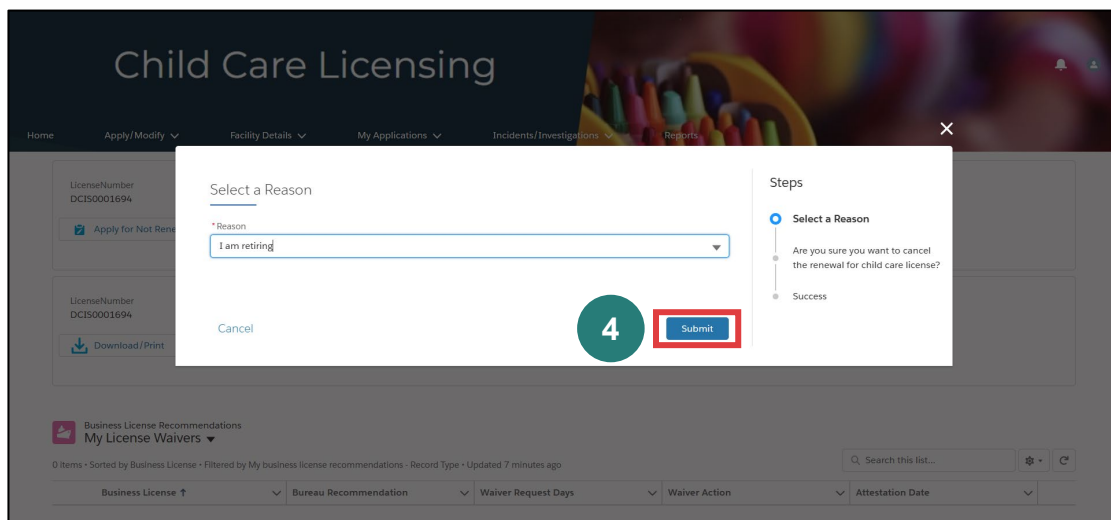


# Closure

3. Select a reason from the dropdown menu.



4. Click the **Submit** button.



# Closure

5. Confirm you want to cancel the renewal and click the **Yes** button.

