Resource Guide to Child Care Home Licensure in Michigan

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Your step-by-step guide!

MiLEAP
Michigan Department of Lifelong Education, Advancement, and Potential

Child Care Licensing

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A child care home license gives an individual permission to run a child care program within their own home. This guide provides general information and requirements that must be completed in order to become a licensed family or group child care home.

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 Licensing Rules and Public Act 116

Reading the child care laws and licensing rules will help you understand what is required to open and operate your facility. Public Act 116 and the Licensing Rules for Child Care Homes are available at www.michigan.gov/michildcare.

Before You Apply...

As an applicant, you can expect the licensing process to take 3 to 6 months to complete after you submit a complete application packet. This timeframe is not approximate. Individual circumstances may affect the actual time required to issue your 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 online application process, you will be instructed to complete some additional paperwork listed in steps 2-10.

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 (CCL-3748) is required for **group** child care homes only. Zoning approval is required under the Zoning Enabling Act (2006 PA 110, MCL 110 325.3206, Section 206).

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 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 4: 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**.

STEP 5: 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. To find these courses:

1. Go to **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 6: CPR and First Aid

Documentation of valid pediatric infant, child, and 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 7: 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.

STEP 8: 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 after your application and fee are submitted. More information can be found at **www.michigan.gov/ccbc**.

STEP 9: Environmental Health Inspection

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 at your expense, is done by your local health authority prior to becoming licensed.

You will need to submit the **Environmental Health Inspection Request form (CCL-1787-CC)** along with payment to your local health department.

STEP 10: 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**.

STEP 11: Orientation

After review and approval of all required documentation, you will be sent a link to a self-paced licensing orientation. You can expect to learn about:

- **Licensing Rules for Family and Group Child Care Homes**.
- **Michigan Child Care Organizations Act (1973 PA 116).**
- Resources and tools to be successful.
- How to prepare for your inspection.
- Any questions you may have.

STEP 12: 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.
- Contact your licensing consultant with any follow-up questions or concerns.
- Schedule your on-site inspection.

You may be asked to submit some additional paperwork to help prepare for your inspection. Documents that may be requested are:

- Emergency Plans
- Discipline Policy
- Daily Schedule

STEP 13: On-Site Inspection

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

During the inspection, your consultant will:

- Inspect your entire 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 14: 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.

Child Care Licensing

Website: www.michigan.gov/michildcare
Phone: 517-284-9730
Fax: 517-763-0217
Email: MiLEAP-CCLB-Help@michigan.gov
Mailing Address: P.O. Box 30837
Lansing, MI 48909

Child Care Background Check

Website: www.michigan.gov/ccbc
Phone: 844-765-2247 ext. 4

MiRegistry

Website: www.miregistry.org
Phone: 517-284-9730
Email: support@miregistry.org

Great Start to Quality

Website: www.greatstarttoquality.org
Phone: 877-614-7328

Child Development and Care

Website: www.michigan.gov/cdc

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