

Resource Guide to Child Care Licensure in PreK Programs

Your step-by-step guide!



This guide provides general information and requirements that must be completed in order to become licensed as a program serving children in PreK as part of the PreK for All Initiative.



Child Care
Licensing

Reading the laws and licensing rules will help you determine if licensure is right for your facility. Public Act 116 and the Licensing Rules for Child Care Centers can be found at Michigan.gov/michildcare.

Steps for a Child Care Center License

Step 1: Location

The first step in the process of opening a child care center is finding a location. When looking at locations, it is important to keep the following in mind:

- Does the location have enough square footage for the desired capacity?
- Are there enough toilets and sinks?
- Is there a safe outdoor play area?
- Is the building and premises in good condition?
- Is the location ideal for a child care center?

[Michigan.gov/mileap/early-childhood-education/cclb/rules](https://www.michigan.gov/mileap/early-childhood-education/cclb/rules)

Step 3: Corporation & Tax ID

A majority of child care centers are owned by a corporation: [Start a Business](#)

You may also want a federal tax identification number. [Federal Identification Number](#).

Both the Federal tax identification paperwork and the proof of corporation status will need to be submitted.

Fire safety inspections are a necessary part of the licensing process. It is a means of assuring that the building used for a child care center is in compliance with essential fire safety requirements for licensure. A [plan review](#) conducted by Bureau of Fire Services must be completed for new programs.

For centers operating in a school building, a copy of a previous approval from the Bureau of Fire Services, the State Fire Marshal or a statement from the school district superintendent using the [Certification of School Building Compliance with Fire Safety Provisions \(CCL-5043\)](#) form is acceptable in lieu of a fire safety inspection.

Step 2: Application

The [application](#) must be completed online, including submission of the application fee. The fee for child care center licenses is based on the capacity of the center. The fee is non-refundable.

Capacity	Fee
1-20	\$150
21-50	\$200
51-100	\$250

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.

A licensee designee is the individual who will be responsible for overseeing child care licensing within the organization applying for a child care center license. A [Child Care License Designee form \(CCL-5003\)](#) and a [Child Care Licensing Information Request form \(BCHS-CCL-001\)](#) must be submitted.

Environmental health inspections are required for original licenses. To schedule an inspection, contact your local health department. Submit a [Environmental Health Inspection Request](#) form along with payment to your local health department.



Step 7: Lead Risk Assessment

A center located in a building constructed prior to 1978 must submit a lead hazard risk assessment report indicating the proposed child use space, including outdoor play areas, is safe. The [Lead Hazard Risk Assessment Summary \(CCL-4344\)](#) form must be included with the lead hazard risk assessment to document compliance with this rule. A list of [certified lead risk assessors](#) is available on the department's website.

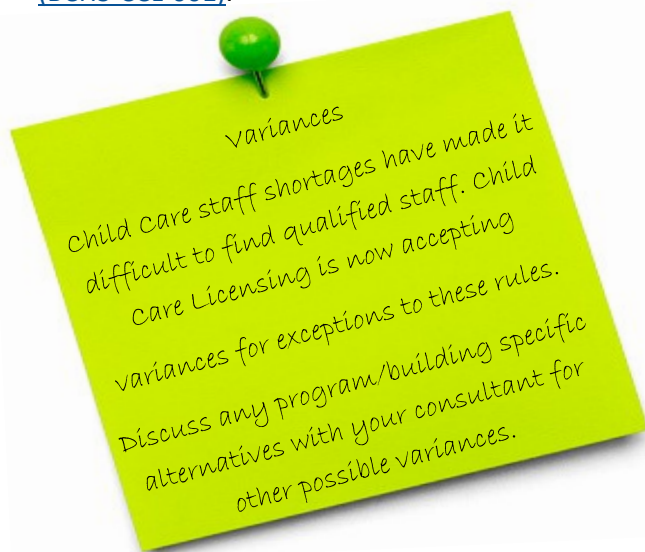


Step 9: Program Director

Each child care center is required to have at least one program director approved by the department. Program director requirements are outlined in the [Licensing Rules for Child Care Centers](#).

To approve a program director, please submit the following to a licensing consultant:

- A copy of official transcripts.
- Montessori credentials, if applicable.
- Documentation of hours of experience.
- Valid child development associate (CDA) credential, if applicable.
- [Child Care Licensing Information Request form \(BCHS-CCL-001\)](#).



Step 8: Furnace/Hot Water

Proof of inspection and approval of your heating system 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 center 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 boiler must be inspected and a certificate provided by the boiler division, department of licensing and regulatory affairs.

Note: Electric heat and electric hot water heaters do not require an inspection.

A program operating for three or more continuous hours shall have an outdoor play area that has at least 1200 square feet. It is not required to have climbing equipment. Open spaces in outdoor areas encourage children to develop gross motor skills and fine motor play in ways that may be difficult to duplicate indoors. If outdoor space is not available adjacent to the center, then the center may use a park or other outdoor facility.

Centers with elevated playground equipment must comply with the 2010 Edition of the [Consumer Product Safety Commissions Handbook on Public Playground Safety](#). A playground inspection by a Certified Playground Inspector is required. The inspector will document compliance using the [Playground Inspection Certification Summary \(CCL-5047\)](#). A list of [Certified Playground Inspectors](#) can be located on the department's website.



Step 11: Fingerprinting

The following individuals need to be fingerprinted and must have a comprehensive background check:

- Applicants/Licensees
- Child care staff members and assistants
- Unsupervised volunteers

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 13: Staff Requirements

Child care staff members and unsupervised volunteers are required to complete specific trainings including an orientation, CPR, first aid, and health and safety trainings. In addition, each classroom/well-defined space needs a lead caregiver with lead care-giver qualifications. The requirements are outlined in the [Licensing Rules for Child Care Centers](#).

Once it has been determined that you are in compliance with the rules and the law, you will be issued a six month original license.

Prior to the expiration of the six 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
Michigan.gov/michildcare

517-284-9730

MiLEAP-CCLB-help@michigan.gov

P.O. Box 30664

Lansing, MI 48909-8164



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Step 12: Policies and Procedures

Ensure all child care center records requirements are met. For a full list of requirements, refer to the [Child Care Center Records Requirements checklist](#). To guide the process of writing required policies, please refer to the technical assistance for each policy in the [Technical Assistance and Consultation Manual for Centers](#). The technical assistance outlines the minimal requirements for your policy.

Step 14: On-site Inspection

Once all required paperwork is submitted, your consultant will schedule an on-site inspection. During the inspection, your consultant will:

- Inspect your center and the premises for compliance with the rules and laws.
- Measure the child use spaces.
- Answer any questions you may have.

Your consultant will create a corrective action plan as indicated by inspection results. Additional inspections or documentation may be required.

Helpful Resources

Child Care Background Checks

Michigan.gov/ccbc

844-765-2247 ext. 4

MiRegistry: Miregistry.org

833-386-9238 | support@miregistry.org

Great Start to Quality GreatStartToQuality.org

877-614-7328

Connect with a Licensing Navigator Michigan.gov/mileap/early-childhood-education/cclb/our-strong-start

Child Development and Care Scholarship Program Michigan.gov/mileap/early-childhood-education/early-learners-and-care/cdc