



STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHELLE RICHARD  
ACTING DIRECTOR

Camp License Interim Notice

Dear Camp Licensee:

This notice is for PROGRAM and/or SITE license(s) within the interim year. Statutory requirements for continued licensure require an onsite inspection every year to determine ongoing compliance. The camp licensing website provides all necessary information and documents for camps within their Interim year by selecting *LICENSEES* on the website: [www.michigan.gov/mileapcamps](http://www.michigan.gov/mileapcamps)

The following steps are necessary for continued licensure.

- ✓ Complete and submit the *PROGRAM and/or SITE Interim Notification* to the licensing department by **May 1<sup>st</sup>**. Note: There are no fees required with this submission.
  - ***PROGRAM and/or SITE Interim Notification(s)*** are located as a link within the *Interim* area of the website.
- ✓ For all Residential camp SITE licenses: download, complete and submit the *Environmental Health Inspection Request Form* to your local health department.
  - See [Environmental Health Inspection Request Instructions and form](#)
- ✓ For all Residential camp SITE licenses: review your Fire Safety Inspection to determine that it has been completed within the past two years. Remember that a licensee must have a Qualified Fire Inspection (QFI) completed within the past two years for a SITE license **renewal**. If your QFI is more than a year old, the Interim year is a great time to schedule your bi-annual QFI for the following year. If an inspection is necessary, see [Qualified Fire Safety and Plan Review](#) link.
- ✓ Change of Leadership? If your camp has a change of licensee designee, administrator, or program director obtain the clearance forms titled ***Camp Licensing Record Clearance Request*** form (BCAL 1326) and **the *Live Scan Fingerprint Background Check Request*** form (RI-030). from the licensing unit or licensing consultant and submit with the *PROGRAM and/or SITE License Renewal Application(s)*.

The Interim Notification(s) and clearance forms must be emailed to:

EMAIL COMPLETED INFORMATION TO:  
[MiLEAP-CAMPS@MICHIGAN.GOV](mailto:MiLEAP-CAMPS@MICHIGAN.GOV)

In the subject line of Email insert: Camp Interim Notification-Camp (name)  
Note: Ensure all files sent are separate PDF's attached to the Email.

Should you have additional questions, contact the licensing unit at (866) 685-0006 or your assigned licensing consultant.