



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

GRETCHEN WHITMER
GOVERNOR

MICHELLE RICHARD
ACTING DIRECTOR

CAMP LICENSE RENEWAL NOTICE

Dear Camp Licensee:

This notice is for PROGRAM and/or SITE license that are up for renewal this calendar year. A PROGRAM and/or SITE License Renewal Application and fees must be submitted to the department before **May 1st**. The camp licensing website provides all necessary information and documents for renewing the PROGRAM and/or SITE license by selecting *LICENSEES* on the website: www.michigan.gov/Mileapcamps.

The following steps are necessary for renewing the PROGRAM and/or SITE license.

- ✓ Download, complete, and submit the *PROGRAM and/or SITE License Renewal Application* to the licensing department with appropriate fees.
 - ***PROGRAM and/or SITE License Renewal Application(s)*** are located as links within the *Renewal* area of the website. The fees must be submitted by check or money order payable to *State of Michigan* along with the application.
- ✓ 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 SITE Licenses: Review your Qualified Fire Safety Inspection report to determine that it has been completed within the past two years.
 - 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 PROGRAM and/or SITE License Renewal Application, fees and clearance forms must be mailed to:

Camp Licensing Unit
P.O. Box 30664
Lansing, MI 48909-8164

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