

OST Grant - Resource Guide to Child Care Licensure

Your step-by-step guide!



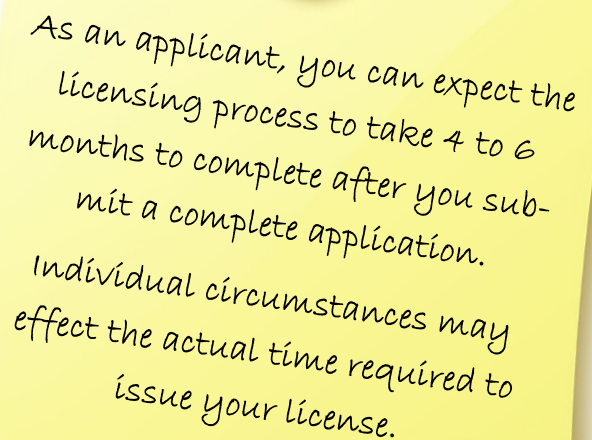
This guide provides general information and requirements that must be completed in order to become a licensed child care center.

Step 1: Determine OST Grant Eligibility

To be eligible for the 2026 OST grant, the applicant must meet, at a minimum, all of the following criteria:

- Provide in-person before-school, after-school, before-and-after-school, or during the summer programming to children in any of grades K-12
- Is a community based organization
- Program will provide at least 50 days of programming during the school year
- Serves at least 15 students 1 hour before school, or 2 hours after-school, or 3.5 hours for both before-and after-school, and/or at least 4 hours per day for a minimum of 24 days during the summer for at least 15 students.
- Supports expanded learning opportunities
- Provides educational programming in core subject areas
- Addresses measurable goals

To view all OST grant information, view the [Out-of-School Time Grants website](#).



As an applicant, you can expect the licensing process to take 4 to 6 months to complete after you submit a complete application. Individual circumstances may effect the actual time required to issue your license.

To determine if your program may be considered license exempt, view the [list of exemptions here](#). If it is determined your program meets an exemption, skip to step 15 to learn about the required health and safety trainings on [MiRegistry](#).

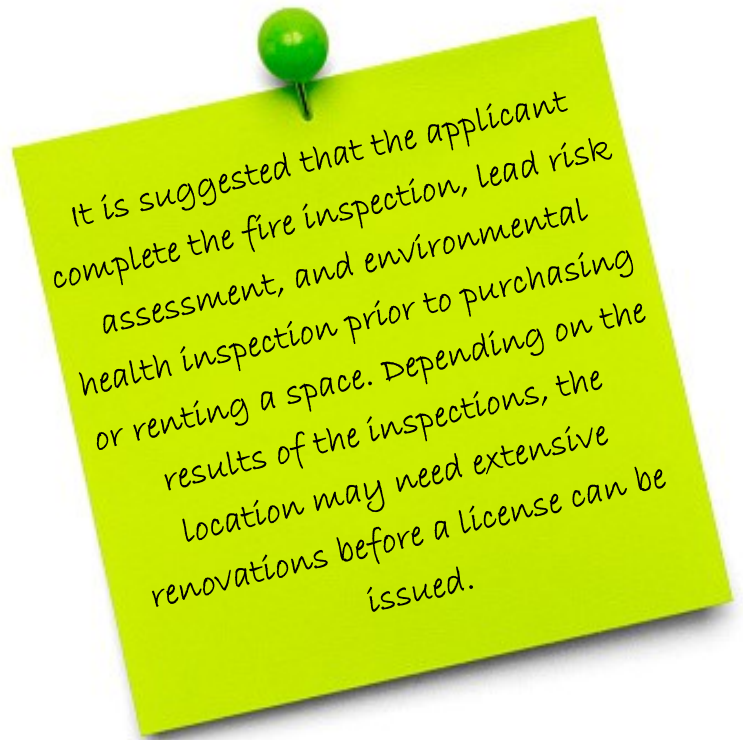
Steps for Child Care Center License

Step 2: Find 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?
- Does the building meet licensing requirements?

Qualified Fire Inspectors (QFIs) can help determine if a space is suitable for a child care center. QFIs are not state employees, and consultation services and rates vary by inspector. A list of QFIs is available on our [fire inspection website](#).



Step 3: Local Requirements

Applicants should check for compliance with their local zoning boards, townships, and fire marshal. Some communities have their own requirements for a child care center beyond what the department requires. This may include steps such as local permits, certificates of occupancy, or special zoning approvals before a child care center can open for operation.

Child care licensing requires a certificate of occupancy before issuance of an original license. The certificate of occupancy is issued either from the local, county, or state level and can be determined by reviewing the [Statewide Jurisdiction List](#).

Step 4: Corporation & Tax ID

Upon submitting your application:

- Upload federal tax identification paperwork sent by the Internal Revenue Service (IRS)
- Upload Articles of Organization outlining the corporation status

Step 5: Apply Online

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.

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.

Capacity	Fee
1-20	\$150
21-50	\$200
51-100	\$250
101+	\$300

Steps for a Child Care Center License Continued

Step 6: Fire Inspection

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 full [plan review](#) conducted by the Bureau of Fire Services must be completed and approved for new programs before issuance of a license. Visit the [fire inspection website](#) for more information and resources on how to complete the plan review process.

If your program or building requires a fire alarm system and/or a fire suppression or sprinkler system, separate plan review submittals and approvals are required before the issuance of a license.

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 7: 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.

Step 8: Environmental Health

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

Step 9: Lead Risk Assessment

A lead-based paint inspection and lead hazard risk assessment along with a lead hazard risk assessment summary form must be completed by a certified lead risk assessor on all centers built before 1978. The assessment must be completed for all child use areas, including any outdoor play areas. Results must be provided to the department before issuance of the original license.

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.

If a center is located in a new addition to a building constructed before 1978 and the older part of the building is never used by children in care, the center is exempt.

Centers that are in a school building with only school-age children are exempt.

Lead hazard risk assessments can be shared if the owner changes and with licensees for the same approved use area within a building if the report says there is no lead, no matter the date.

Steps for a Child Care Center License Continued

Step 10: Playground Inspection

Centers with elevated playground equipment must obtain a playground inspection by a Certified Playground Inspector. 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.

Centers licensed after January 1, 2014 are required to obtain documentation of compliance with the 2010 edition of the [Consumer Protection Safety Commission Handbook for Public Playground Safety](#) for all playground equipment, including equipment for children under age 2.

Centers licensed prior to January 2, 2014 were required to obtain documentation of compliance with the [Consumer Product Safety Commission's 1997 edition of the Handbook for Public Playground Safety](#) for equipment for children age 2 and older.

Step 11: Licensee Designee

A licensee designee is an individual who is responsible for overseeing the child care license within an organization. There is no limit to how many licensee designees a program or organization can have. A [Child Care License Designee form \(CCL-5003\)](#) must be submitted for each designee.

Step 12: Fingerprinting

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

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

You will receive more information on how to complete a comprehensive background check after your application and fee are submitted. More information can be found at www.michigan.gov/ccbc.

Step 13: Program Administrator

Each child care center is required to have at least one program administrator approved by the department. Program administrator requirements are outlined in the [Licensing Rules for Child Care Centers](#). For easy to read charts of the program administrator requirements, view the appendices starting on page 81 of the [licensing rulebook](#).

The following information will need to be submitted to your consultant in order to approve a program administrator:

- A copy of official transcripts
- Degree or certificate, if applicable
- Documentation of hours of experience
- Documentation of required trainings

Note: Additional paperwork will need to be submitted if using a central administrator.

Step 14: Staff Requirements

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

A [Staffing Plan](#) (CCL-5001) is required.

Step 15: MiRegistry

All staff are required to complete specific trainings in [MiRegistry](#). See the requirements below.

License Exempt Providers, Child Care Staff Members, and Unsupervised Volunteers must complete:

- Health and Safety Module A, B, and C
 - Transportation when applicable to the program
- Supervised volunteers and all other staff as defined in the [Licensing Rules for Child Care Centers](#) must complete emergency response training in MiRegistry Health and Safety Module C.

Steps for a Child Care Center License Continued

Step 16: Policies and Procedures

There are many required policies and procedures that must be submitted to your licensing consultant for approval, including but not limited to:

- Information packet for parents which includes policies regarding fees, discipline, medication, accident/injuries, transportation, etc.
- Emergency plans and procedures
- Staffing and professional development plans
- Policy for ill staff, volunteers, and children
- Child abuse and neglect reporting policy
- Screening and supervision policy for staff and volunteers

To view the full list of requirements, review the [Child Care Center Record Requirements](#) form (BCAL-5041).

Note: Your consultant will notify you of additional documents that may be required.

Step 17: Preparing for On-Site

Below are important and often overlooked requirements to prepare for your on-site inspection.

- Required postings are posted
- Staff files complete
- Child files complete (if applicable)
- All equipment ready for use (tables, chairs, etc.)
- Materials ready for use (crayons, scissors, etc.)
- Bathrooms stocked with toiletries
- First aid kits complete and available

To view the full checklist of required postings and documents needed, view the [Child Care Center Record Requirements](#) (BCAL-5041) document.

For other helpful checklists to prepare you for your on-site inspection, review all center checklists as applicable to your program on our [forms page](#).

Step 18: 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
- Review files
- Check for required postings
- Answer any questions you may have

Note: If there are items that need to be corrected, your consultant will create a corrective action plan with you. To verify that the corrections were made, another inspection or documentation may be required before the license is issued.

Step 19: Original License

Once it has been determined that you are in compliance with all rules and laws, you will be issued a 6-month original license.

Once your license is issued you may download and print your license from CCHIRP.

Prior to the expiration of the 6 month original license, you will receive a renewal application email. After you submit a complete renewal application and renewal fee, an on-site inspection will occur. If you are found to be in compliance with the rules and laws, you will then be issued a regular license that is valid for 2 years.

Helpful Resource Links for Child Care Providers

[Child Care Licensing Website](#)

[Licensing Rules and Laws](#)

[Licensing Forms and Checklists](#)

[Technical Assistance Manual](#)

[Child Care Center License Application](#)

[CCHIRP Instructional Documents and Videos](#)

[Fire Inspections](#)

[Lead Inspections](#)

[Playground Inspections](#)

[Filter First Water Requirements](#)

[Food Program \(CACFP\)](#)

[Sign Up Here for Our Newsletter](#)

[Licensing Staff Directory](#)

[Licensing Area Coverage Map](#)

Helpful Contacts for Child Care Providers

Child Care Licensing

www.michigan.gov/michildcare

Phone

517-284-9730

Email

MiLEAP-CCLB-help@michigan.gov

Mailing Address

P.O. Box 30664

Lansing, MI 48909-8164

Child Care Background Checks

www.michigan.gov/ccbc

Phone

844-765-2247 ext. 4

MiRegistry

www.miregistry.org

Phone

833-386-9238

Email

support@miregistry.org

Great Start to Quality

www.greatstarttoquality.org

Phone

877-614-7328

Child Development and Care

www.michigan.gov/childcare

