

CENTER LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a child care license. This checklist is for your use only and should not be submitted.

If you have questions and do not know which Child Care Licensing Specialist is assigned to your area, please call 287-5020 or 1-800-791-4080 and ask for Child Care Licensing.

- _____ If you want to be licensed for 13 or more children, contact Plans Review at the State Fire Marshal's Office; 207-626-3880 or at www.state.me.us/dps/fmo). **Applicants must apply for a construction permit and receive approval through the State Fire Marshal's Office in order to use new or existing buildings for child care.** Plans Review will tell you about fire safety measures the building may need. An inspection will be requested by Child Care Licensing after a Child Care Application has been received. An inspection by the State Fire Marshal's Office will be conducted prior to the issuance of a license.

- _____ If you are renting or leasing, obtain written permission from the landlord/owner to use the space as a child care facility.

- _____ **After** checking with Plans Review, your City or Town, your landlord (if applicable) and your licensing specialist, submit a child care facility licensing application and fee.
***Please Note: If your check is returned to us due to insufficient funds, the licensing process will be suspended until payment is received and processed.**

- _____ Obtain in writing confirmation that you are in compliance with local codes and ordinances including zoning. If you are not given approval by the city/town, a child care license cannot be issued to you. Documentation of city/town approval must be kept onsite.

- _____ It is your responsibility to comply with the American's With Disabilities Act (ADA). Contact the ADA hotline at 800-514-0301 or <https://www.ada.gov/chcaflr.htm> to obtain guidelines.

- _____ Submit completed reference forms from three non-employees, or people unrelated to you.

- _____ If you have a private water source, obtain water test results from a DHHS approved water lab. If you have a private water source and you plan to be licensed for more than 20 children, talk to your licensing specialist you may need special approval as a public water supply.

- _____ Submit a floor plan including measurements of indoor and outdoor areas used by children.

- _____ Complete required certification in Adult, Infant and Child CPR and First Aid per Rule 12.1.3 of the "Rules for the Licensing of Child Care Facilities". The Red Cross, American Heart Association, local hospitals and Maine Roads to Quality's statewide training calendar at <https://www.earlycaremaine.org/> offer classes.

_____ Contact the Child Care Registry at 800-452-1999, option 2 to perform child protective background checks for staff/volunteers. Owners and Directors background checks are completed by Children’s Licensing and Investigation Services.

_____ Contact the State Bureau of Identification at 624-7240 or online at www.informe.org/PCR/ for criminal history checks for staff/volunteers.

_____ Obtain insurance coverage per Rule 9.4.1. and 9.4.2. of the “Rules for the Licensing of Child Care Facilities”.

_____ Small Facilities (for 3-12 children) should obtain a manual of written health guidelines per 17.3.2 of the “Rules for the Licensing of Child Care Facilities”.

IN ADDITION, CENTER APPLICANTS (facilities for 13 or more children) MUST ALSO SUBMIT THE FOLLOWING TO THE LICENSING SPECIALIST:

- _____ Bylaws and articles of incorporation (if applicable);
- _____ List of the Board of Directors (if applicable);
- _____ Resume and transcripts for Director;
- _____ Health consultant agreement per Rule 17.3.1.1 of the “Rules for the Licensing of Child Care Facilities”;
- _____ Health care plan signed by the health consultant per Rule 17.3.1.2.-4 of the “Rules for the Licensing of Child Care Facilities”.
- _____ Proof of completion of a Department approved transportation training for staff who transport children (if applicable).

THE LICENSING SPECIALIST WILL:

Make an appointment to complete the initial licensing inspection.

Provide resource information useful to Child Care Providers.

Perform a lead hazards survey if the building was built before 1978. Please see lead information sheet available on our website if you have questions.

The Licensing Specialist will give you a copy of the Child Care Facility Inspection Report which lists items not yet completed. When all requirements for licensure have been met, the Licensing Specialist will recommend licensure subject to supervisory approval.