

# Online Renewal Guide

## Bureau of Child Care Licensing

### 2017

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ARIZONA DEPARTMENT  
OF HEALTH SERVICES

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# Registration

1. Visit our website at [www.azdhs.gov](http://www.azdhs.gov)
2. Select “Divisions”
3. Then “Online Provider Services”

The screenshot shows the top navigation bar of the Arizona Department of Health Services website. The header includes the logo and the text "ARIZONA DEPARTMENT OF HEALTH SERVICES Health and Wellness for All Arizonans". Below the header is a navigation menu with tabs for HOME, AUDIENCES, TOPICS, DIVISIONS (which is highlighted), and A-Z INDEX. A search bar labeled "Google Custom Search" is located on the right. The main content area is divided into four columns: Arizona State Hospital, Licensing, Planning & Operations, and Prevention. The "Licensing" column has a red highlight and a mouse cursor over the "Online Provider Services" link.

**ARIZONA DEPARTMENT OF HEALTH SERVICES**  
*Health and Wellness for All Arizonans*

HOME AUDIENCES TOPICS **DIVISIONS** A-Z INDEX

**Arizona State Hospital**  
Patients & Families  
Arizona Community Protection and Treatment Center (ACPTC)  
Public Private Partnership (P3)  
Volunteer Services & Charitable Donations

**Director's Office**  
Agency Org Chart  
Administrative Counsel & Rules  
Agency Reports  
Public Information Office  
Legislative Services  
Office of Border Health  
Tribal Liaison

**Licensing**  
Enforcement Action Search  
Online Complaint Forms  
**Online Provider Services**  
Provider & Facility Databases  
Map of Licensed Facilities  
Child Care Licensing  
Long-Term Care Licensing  
Medical Facilities Licensing  
Residential Facilities Licensing  
Special Licensing  
Medical Marijuana Program  
Vital Records  
License Application Forms  
Emergency Waivers  
Contact Us

**Planning & Operations**  
Managing for Excellence  
Financial Services  
Human Resources  
Information Technology Services  
Procurement

**Preparedness**  
Epidemiology & Disease Control  
Public Health Emergency Preparedness  
Emergency Medical Services & Trauma System  
State Laboratory Services  
Public Health Statistics  
Smoke-Free Arizona

**Prevention**  
Health Systems Development  
Women's & Children's Health  
Nutrition and Physical Activity  
Tobacco and Chronic Disease  
Tobacco Free Arizona

This will direct you to the Online Provider Services homepage

The screenshot shows the homepage of the Online Provider Services. The header includes the Arizona Department of Health Services logo and name, a search bar labeled "Search AZDHS", and links for "Register" and "Log in". The main content area features a "Welcome To Division Of Licensing Services Online Web Site" message, a description of the division's role, and a "Mission Statement" box. A dark sidebar on the left contains a navigation menu with links for Home, Child Care Facilities Licensing, Special Licensing, Residential Facilities Licensing, Long Term Care Facilities Licensing, Medical Facilities Licensing, and Contact Us.

**Arizona Department of Health Services**  
*Health and Wellness for All Arizonans*

Search AZDHS

[Register](#) [Log in](#)

Welcome To Division Of Licensing Services Online Web Site

The ADHS Division of Licensing Services licenses and monitors health and child care facilities and providers throughout Arizona. Licensing inspections, on-site surveys, and complaint investigations are conducted to promote quality care and safety and ensure that performance standards are met for facility operation and maintenance.

**Mission Statement:** To protect the health and safety of Arizonans by providing information, establishing standards, and licensing and regulating health and child care services.

Home  
Child Care Facilities Licensing  
Special Licensing  
Residential Facilities Licensing  
Long Term Care Facilities Licensing  
Medical Facilities Licensing  
Contact Us

# Registration cont'd


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## 4. Select "Register"

The screenshot displays the Arizona Department of Health Services (AZDHS) website. At the top left is the AZDHS logo with the text "Arizona Department of Health Services" and the tagline "Health and Wellness for All Arizonans". To the right of the logo is a search bar labeled "Search AZDHS". In the top right corner, the "Register" link is highlighted with a red rectangular box, and the "Log in" link is positioned to its right. On the left side, there is a dark navigation menu with the following items: Home, Child Care Facilities Licensing, Special Licensing (with a dropdown arrow), Residential Facilities Licensing, Long Term Care Facilities Licensing, Medical Facilities Licensing, and Contact Us. The main content area features a welcome message: "Welcome To Division Of Licensing Services Online Web Site". Below this, there are two text boxes. The first box contains the text: "The ADHS Division of Licensing Services licenses and monitors health and child care facilities and providers throughout Arizona. Licensing inspections, on-site surveys, and complaint investigations are conducted to promote quality care and safety and ensure that performance standards are met for facility operation and maintenance." The second box contains the "Mission Statement": "To protect the health and safety of Arizonans by providing information, establishing standards, and licensing and regulating health and child care services."


# Registration cont'd

5. Create a user name and password
6. Write this down & keep it in a safe place, as it will be required each time you log in.
7. In the “I am registering as” box: Select, “*Child Care Facilities Provider*”
8. Use the “Name of owner” box & select the owner name from the drop down list, then in “*FAC ID*” select, the license number or All Facilities. If you have more than 1 facility we encourage you to “register all.”
9. Upon completing, select “*Register*”

**Arizona Department of Health Services**  
*Health and Wellness for All Arizonans*

Search AZDHS

[Register](#) [Log in](#)

- Home
- Child Care Facilities Licensing
- Special Licensing 
- Residential Facilities Licensing
- Long Term Care Facilities Licensing
- Medical Facilities Licensing
- Contact Us

Register.  
Create a new account.

Before you move forward to register and create your account, you should take the time to develop and write down on a piece of paper a unique password as you will need to enter that password twice.

User name


Password should be at least 8 characters long and includes at least one upper case, one lower case, one number and one of these special characters !@#%&^&\*( )\_+.


Password  Confirm password

Email  Confirm Email

First Name  Last Name

Phone

I am registering as  

Name of Owner  FAC ID  

Select FAC ID

All Facilities

CDC16952


CDC17140

CDC17391

CDC17533

CDC17741

Please be aware that the registration process requires an approval by the Department, which will be processed within 10 business days of registration during regular business hours Monday – Friday 8:00 AM – 5:00 PM (except holidays). You will receive a confirmation email once your registration is complete.



## Registration cont'd

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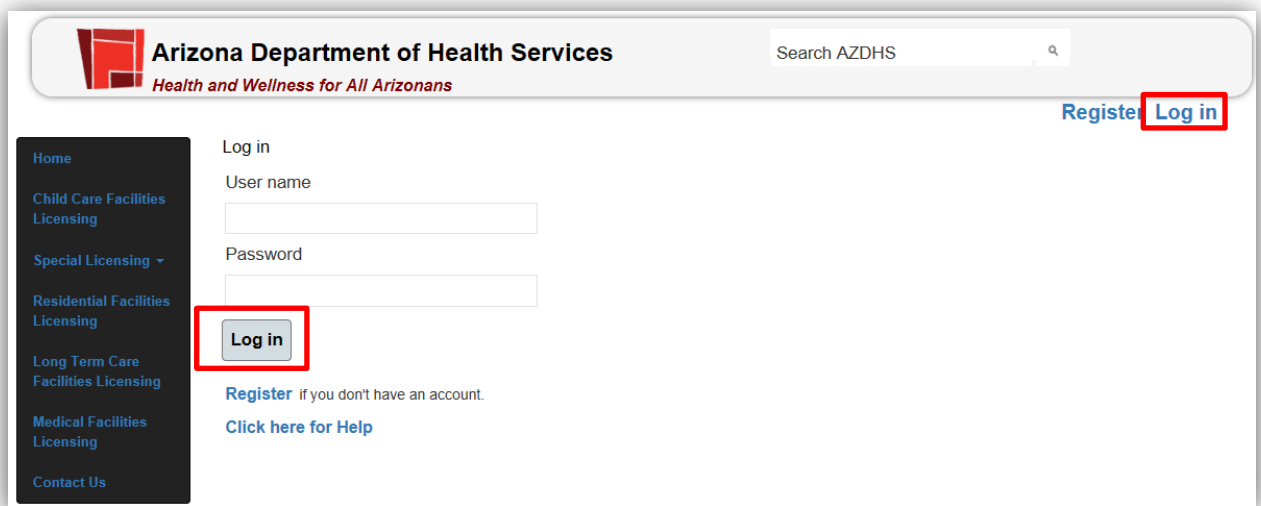
10. You will get a notification email informing you that you have been approved within 48 hours
11. Upon approval, you can start the online renewal process
12. Click the link and it will redirect you to the login page



# Submit Renewal

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1. Visit Online Provider Services homepage at <https://licensing.azdhs.gov/LicensingOnline/> .
2. Select “Log in” at the top right corner.
3. Enter the username and password.
4. Select “Log in” below the password box.



The screenshot shows the Arizona Department of Health Services (AZDHS) website. At the top left is the AZDHS logo and the text "Arizona Department of Health Services" and "Health and Wellness for All Arizonans". At the top right is a search bar labeled "Search AZDHS". Below the search bar are two buttons: "Register" and "Log in", both highlighted with red boxes. On the left side, there is a dark navigation menu with the following items: Home, Child Care Facilities Licensing, Special Licensing (with a dropdown arrow), Residential Facilities Licensing, Long Term Care Facilities Licensing, Medical Facilities Licensing, and Contact Us. In the center of the page, there is a "Log in" section with two input fields: "User name" and "Password". Below the "Password" field is a "Log in" button, also highlighted with a red box. Below the "Log in" button, there are two links: "Register if you don't have an account." and "Click here for Help".

# Submit Renewal cont'd

5. Read the terms as they are important!
6. Select “*Submit Child Care Center Licensure Fee*”.

The screenshot shows the Arizona Department of Health Services website. At the top left is the logo and the text "Arizona Department of Health Services" with the tagline "Health and Wellness for All Arizonans". A search bar labeled "Search AZDHS" is on the top right. Below the search bar, it says "Hello, testyr2! Update Profile Log off". A navigation bar contains "Home", "Submit Child Care Center Licensure Fee", and "Order History". A left sidebar lists various licensing categories. The main content area has a welcome message and instructions for first-time users, including accepted credit cards and processing times. At the bottom, the "Submit Child Care Center Licensure Fee" button is highlighted with a red rectangular box.

Arizona Department of Health Services  
Health and Wellness for All Arizonans

Search AZDHS

Hello, testyr2! Update Profile Log off

Home Submit Child Care Center Licensure Fee Order History

Welcome To Division Of Licensing Services Online Web Site

Welcome to the Bureau of Child Care Licensing.

For first-time users, please be aware that the registration process requires an approval by the Department, which will be processed within 24 hours of initial registration during regular business hours Monday – Friday 8:00 AM – 5:00 PM (except holidays). You will receive a confirmation email. In order to use this site to pay your licensure fee, please be aware of the following information:

- The following credit cards are accepted: MasterCard, VISA.
- The information you will see is based on what is currently in the public records regarding your license.
- If you need to make changes, you will need to contact your Licensing Surveyor.
- You may need to provide documentation or additional information in order for the changes to be processed.
- The changes must be made prior to payment.
- Please allow at least 7-10 business days for changes to be processed once the documentation is provided.


Please remember to print a copy of your application and receipt for your records.  
All fees received by the Department are non-refundable.

**Submit Child Care Center Licensure Fee**



# Submit Renewal cont'd

7. If you have multiple facilities, select one from the list.
8. Please review fee remittance table before proceeding to "Submit Licensure Fee".



**Arizona Department of Health Services**  
Health and Wellness for All Arizonans

Hello, [testyr2!](#) [Update Profile](#) [Log off](#)

[Home](#)  
[Child Care Facilities Licensing](#)  
[Special Licensing ->](#)  
[Residential Facilities Licensing](#)  
[Long Term Care Facilities Licensing](#)  
[Medical Facilities Licensing](#)  
[Contact Us](#)

Home
Submit Child Care Center Licensure Fee
Order History

Child Care Center  
Licensure Fee

Name of Licensee*:	TUTOR TIME LEARNING CENTERS, LLC				
Facility ID*:	<input type="text" value="CDC14204"/>	Name of Facility*:	TUTOR TIME CHILD CARE/ LEARNING CENTERS	Anniversary Date	8/1/2017
		Address:	4710 EAST LONE MOUNTAIN ROAD	City:	CAVE CREEK

**Application Fee** Based on your current licensed capacity, which is 512 check the appropriate box

5-10 licensed capacity \$1000  
 11-59 licensed capacity \$4000  
 60+ licensed capacity \$7800

**Application Fee Reduction:** Check the box if you are interested in qualifying for a 50% reduction in the license fee by participating in the Empower Pack Program. To register, and for more information, go to [www.theempowerpack.org](http://www.theempowerpack.org) or call your local license office.

Empower Pack Program fee reduction

1. Fee Based on Licensed Capacity	\$ 7800
2. Less Empower Pack Fee Reduction	-\$ 3900
3. Add Enforcement Fees owed	+\$ <input type="text" value="0"/>
<b>Total Amount</b>	<b>=\$ 3900</b>

ALL FEES ARE NON-REFUNDABLE pursuant to A.R.S. § 36-405(c), 36-882(f) and 36-897.01(c), except as provided in A.R.S. § 41-077.

\*All fees submitted to the Department are subject to review and adjustment due to information provided by the architect review or Departmental inspection.

# Submit Renewal cont'd

## 9. Checkout process, please enter your credit card information.

PAYMENT INFORMATION » ORDER REVIEW » PAYMENT PROCESSING » RECEIPT

### Payment Information

☆ Indicates Required Field



Please enter the customer's billing and credit card information. Click the continue button to go to the Order Review page to authorize payment.

#### CHECKOUT - PAYMENT INFORMATION

☆ First Name:	<input type="text"/>	☆ Last Name:	<input type="text"/>
☆ Billing Address:	<input type="text"/>	☆ City:	<input type="text"/>
☆ State:	<input type="text" value="AZ"/>	☆ Zip: only 5 digits	<input type="text"/>
Email: (receipt will be emailed to you)	<input type="text"/>	☆ Phone Number:	<input type="text"/>


Credit Card  Electronic Check - ACH

The following credit cards are accepted



☆ Credit Card Number:

☆ Expiration Date:   CVV/CSV:



CVV number  
CVV number is a 3 digit code on the back of your Visa or MasterCard.

# Submit Renewal cont'd

10. Review the order carefully, then select “*Authorize*” to continue with the renewal.

PAYMENT INFORMATION » ORDER REVIEW » PAYMENT PROCESSING » RECEIPT

### Order Review

Please review your order and ensure the information below is correct before proceeding.  
If you agree with the information as displayed, please click the “**Authorize**” button to process the credit card payment.

#### BILLING INFORMATION

Name: etwwewe tewtwe  
Address: tewt, twetewte, AZ 64364  
Phone: 463-663-6434  
Email:  
[EDIT](#)

#### ACCOUNT INFORMATION

VISA  
4\*\*\*\*\*1111 EXP:05/2022  
[EDIT](#)

#### ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1134	HSDLS065	CC 60-OVER LIC EMP	\$3,900.00	1	\$3,900.00
1134	TOTAL				\$3,900.00

**NOTES**  
Licensure Fee Application for CDC13849

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ DEPT OF HEALTH SVCS	\$3,900.00

The total amount to be billed to your credit card is **\$3,900.00**


[PREVIOUS](#) [AUTHORIZE](#)

# Submit Renewal cont'd

11. Once you authorize the payment, the portal will allow you to print a receipt.

Thank you for your payment. Your payment was successful.  
Do not close this window. Click the "Continue" button to return to the Agency application.

**YOUR PAYMENT IS COMPLETE**

Payment is complete. Print this receipt for your records.  
Your authorization number is 409058.  
Please reference this number in any correspondence regarding your transaction.  
[Click here to download receipt](#)  
[Printer Friendly Version \(PDF\)](#)  
 [Get the Adobe Acrobat Reader](#)

**BILLING INFORMATION**

Name: etwewe tewte  
Address: tewt, tewtewe, AZ 64364  
Phone: 463-663-6434  
Email:

**ACCOUNT INFORMATION**

VISA  
4\*\*\*\*\*1111

**PAYMENT DATE**

DATE:  
Fri, 24 Mar 2017 08:37:46 MST

**ORDER INFO**

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1134	HSDL065	CC 60-OVER LIC EMP	\$3,900.00	1	\$3,900.00
1134		TOTAL			\$3,900.00

**NOTES**  
Licensure Fee Application for CDC13849

The following amount was billed to your credit card. Your credit card statement will show the following merchant name(s) and amount(s) for this transaction.


Merchant	Amount
AZ DEPT OF HEALTH SVCS	\$3,900.00

The total amount billed to your credit card is \$3,900.00

[Printer Friendly Version \(PDF\)](#) CONTINUE

# Submit Renewal cont'd

12. Print preview view. You can print this and save it.

**Arizona Department of Health Services**  
*Health and Wellness for All Arizonans*

Search AZDHS

Hello, [testyr2!](#) [Update Profile](#) [Log off](#)

[Home](#) [Submit Child Care Center Licensure Fee](#) [Order History](#)

Payment Receipt  
Licensure Fee Application

Order Number: 1134	Authorization Code: 409058	Partial Card Number: 1111	Payment Type: Visa	Payment Status: Approved	Payment Date: 3/24/2017 8:35:19 AM
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Name of Licensee\*: TUTOR TIME LEARNING CENTERS, LLC

Facility ID*: CDC13849	Name of Facility*: TUTOR TIME CHILD CARE/LEARNING CENTERS	Anniversary Date: 02/01/2020
Address: 5550 WEST BELL ROAD		City: GLENDALE

**Application Fee** Based on your current licensed capacity, which is 281 check the appropriate box

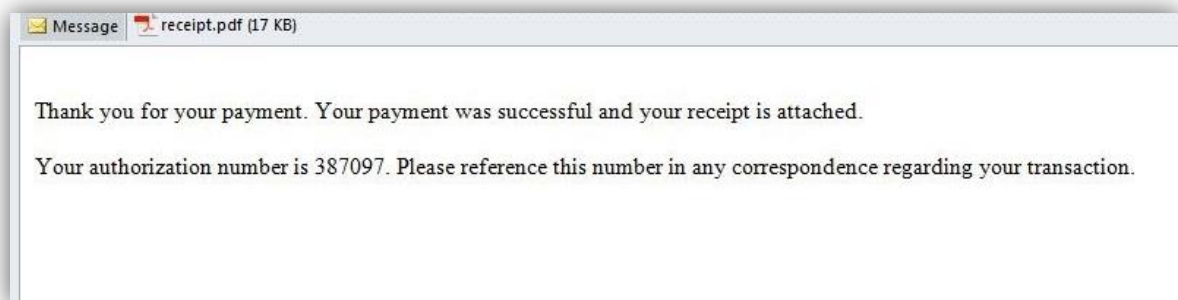
<input type="radio"/> 5-10 licensed capacity \$1000
<input type="radio"/> 11-59 licensed capacity \$4000
<input checked="" type="radio"/> 60+ licensed capacity \$7800

**Application Fee Reduction:** Check the box if you are interested in qualifying for a 50% reduction in the license fee by participating in the Empower Pack Program. To register, and for more information, go to [www.theempowerpack.org](http://www.theempowerpack.org) or call your local license office.

<input checked="" type="checkbox"/> Empower Pack Program fee reduction
--

<b>1. Fee Based on Licensed Capacity</b>	\$ 7800
<b>2. Less Empower Pack Fee Reduction</b>	-\$ 3900
<b>3. Add Enforcement Fees paid/owed</b>	+\$ 0 / 0
<b>Total Amount</b>	=\$ 3900

13. Fee status will be sent by email with the receipt attached in PDF.



# Submit Renewal cont'd

14. Click “*Order history*” to review the application form and receipt.

The screenshot shows the Arizona Department of Health Services website. The header includes the logo and the text "Arizona Department of Health Services" with the tagline "Health and Wellness for All Arizonans". A search bar is present with the text "Search AZDHS". The user is logged in as "testyr2!" and can click "Update Profile" or "Log off". The navigation menu includes "Home", "Submit Child Care Center Licensure Fee", and "Order History". The "Order History" section shows "Total Records Found: 3" and a table with the following data:

FAC ID	License #	Facility Name	Submitted Date	Receipt
CDC13849		TUTOR TIME CHILD CARE/LEARNING CENTERS	3/22/2017 12:34:58 PM	<a href="#">Get Receipt</a>
CDC14204		TUTOR TIME CHILD CARE/ LEARNING CENTERS	3/7/2017 10:41:20 AM	<a href="#">Get Receipt</a>
CDC13838		TUTOR TIME CHILD CARE/ LEARNING CENTERS	3/2/2017 8:39:33 AM	<a href="#">Get Receipt</a>

Page 1 of 1

1

*Congratulations! You have done your online payment successfully.*