



ARIZONA DEPARTMENT
OF HEALTH SERVICES

LICENSING

Bureau of
Child Care Licensing

Starting a Child Care Center

Child Care Center
Licensing Process Information

General Information

This presentation includes general information about the licensing process for anyone interested in providing child care for 5 or more children in a center-based program.

Thank you for inquiring about information from the Bureau of Child Care Licensing (BCCL) and requirements for operating a child care facility in the state of Arizona.

As defined by state law, CHILD CARE means:

“The care, supervision and guidance of a child or children, unaccompanied by a parent, guardian or custodian, on a regular basis, for periods of less than twenty-four hours per day, in a place other than the child's or the children's own home or homes.”

A child care facility is:

- Any facility in which child care is regularly provided for compensation for five or more children.

“Compensation” means:

- Money or other consideration, including goods, services, vouchers, time, government or public expenditures, government or public funding, or another benefit, **that is received as payment.**

Agency organizational chart

Arizona Department of Health
Services (DHS)

Division of Public Health Licensing
Services

**Bureau of Child Care Licensing
(BCCL)**

Bureau of Child Care Licensing (BCCL)

Established to ensure the health, safety and well-being of children in child care facilities.

Responsible for:

- The development of adequate standards to address the physical space, equipment, programs and services;
- Verifying the qualifications of applicants and facility personnel.

Bureau of Child Care Licensing

- Regional offices have been established in Phoenix and Tucson.
- Licensing staff provide services to licensees throughout the state of Arizona.



Public files

Public files for licensed facilities contain:

- Compliance evaluation reports
- Complaint reports
- And other facility information

Public files are maintained in the Phoenix office and are accessible to the public.

Inspection information is also available at AZCareCheck.com

Bureau of Child Care Licensing

Also responsible for:

- Conducting compliance inspections;
- Providing technical assistance daily as needed;
- Providing training and resources;
- And investigating complaints for licensed and unlicensed activities.

BEFORE you apply for a license...

If the property/location where you have chosen to operate a child care center is located within ¼ mile of any vacant or agricultural land, you must:

- Obtain the names and addresses of land owners' and lessee(s') for any vacant and agricultural within a ¼ mile of the facility.
- Find out if a buffer zone agreement is necessary or already exists. (County Recorder's Office)



If an agreement is necessary

- Create an agreement with the land owners' and lessees regarding a Buffer Zone for pesticide application to the land
- Record the agreement at the appropriate office (county recorder).

- Complete the *Agricultural Land Notification Form* in the license application packet.
- Send in a copy of the Buffer Zone agreement, along with the *Agricultural Land Notification Form*, in the license application packet.

BEFORE you apply for a license...

*If the property is located on
unincorporated land, you must:*

- Ensure that emergency services are available and accessible to the address location.

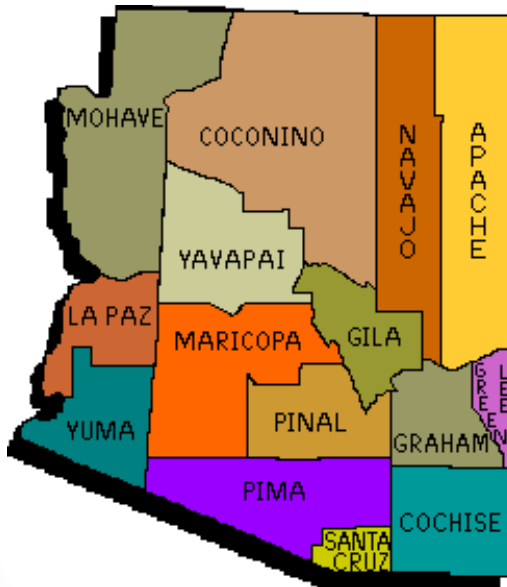
BEFORE you apply for a license...

If the property is NOT located in a public school, you must:

- Contact the local zoning office to obtain the proper permit, *if applicable*; licenses are attached to a specific address.

BEFORE you apply for a license...

If you plan to prepare and serve food from a kitchen in your facility, you must:



- Contact your local County Health Department for a kitchen plan review.

Who can sign the application:

- If the applicant is an individual, the **individual**.
- If the applicant or licensee is a business organization, a **designated agent** (see A.R.S. § 36-889(D)).
- If the applicant is a public school, an individual designated in writing as **signatory**.
- If the applicant is a charter school, the person approved to operate the charter school.
- If the applicant is a governmental agency, the individual in the senior leadership position or an individual designated in writing by that individual.

(see R9-5-101.109, R9-5-102)

BEFORE you apply for a license...

The Application Signatory(ies) must:

- *Possess a valid level one fingerprint clearance card.*

If not...

- *Contact the Department of Public Safety (DPS) to request the fingerprint card application:*

Department of Public Safety
Applicant Clearance Card Team
P.O. Box 18390
Phoenix, AZ 85005
602-223-2279



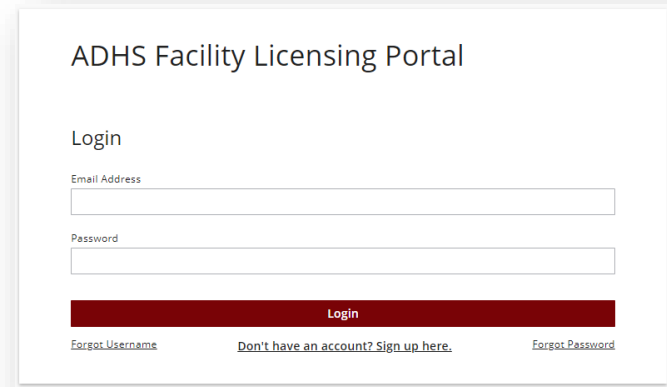
Applying for a Child Care License

In order to provide child care for 5 or more children in Arizona, you must apply for a license with the Department of Health Services Bureau of Child Care Licensing.

Applying for a Child Care License

Application contents:

- “Before you Apply” Information Sheet
- Initial Application
- Initial Fee Application
- Controlling Persons Information
- Guidelines for Fingerprint Registration
- Criminal History Affidavit
- Statement of Citizenship and Alien Status
- Child Care Physical Plant Evaluation
- Public School Building Information form
- Agricultural Land Notification form
- New Facility Readiness Self-Checklist



ADHS Facility Licensing Portal

Login

Email Address

Password

[Forgot Username](#) [Don't have an account? Sign up here.](#) [Forgot Password](#)

[Login](#)



CHILD CARE LICENSING MANAGEMENT SYSTEM (LMS)

ADHS Facility Licensing Portal

My Programs

Child Care **2** Marijuana

Other Licenses

[Add a new license](#)

Child Care Provider Training Guide

Applying for a Child Care License

You need to have the following documents to complete the Application

FOR THE APPLICANT

(signatory, designated agent)

- Passport, birth certificate, naturalization documents or documentation of legal resident alien status
- Copy of front and back of Fingerprint Clearance Card
- Certificate of Completion verifying completion of Department's orientation/training

Applying for a Child Care License

You need to have the following documents to complete the Application

OWNERSHIP INFORMATION

- Articles of Incorporation, Partnership, Limited Liability (if applicable)
- Controlling Persons Information (if applicable)
- Name and address of each board member (if applicable)
- Name and address of each board officer (if applicable)
- Current Corporation Commission Certificate of Good Standing/Registration (within 3 months) (if applicable)

Applying for a Child Care License

NOTE: Regarding Public School programs

If your program will be located on a public school campus, providing care for children **ages 3 – 14**, please reference and use the *Public School Building Information Form* in the application packet.

All other center applicants must complete the *Child Care Center Physical Plant Evaluation*.

Applying for a Child Care License

The non-refundable **application fee** is based on the licensed capacity:

- “Licensed capacity” means the maximum number of enrolled children for whom a licensee is authorized by the Department to provide child care services in a facility or part of a facility at any given time.

Licensed capacity fees:

- 5-10 licensed capacity \$ 330
- 11-59 licensed capacity \$ 1330
- 60+ licensed capacity \$ 2575

Applying for a Child Care License

Important Note:

- Please keep copies of all application documents **PRIOR** to submitting them to the Department.

It is your responsibility to
maintain your own records

Once you have submitted the **Child Care License Application**:

You will be assigned a State Compliance Officer who will review your application.

A State Compliance Officer is:

- Assigned to each facility to monitor compliance with departmental rules and regulations.
- Your direct contact for specific questions regarding your center.

The Online New Owner Orientation

You will need to **review** the orientation on-line. Click New Owner Orientation or copy the link below to your browser:

<http://www.azdhs.gov/documents/licensing/childcare-facilities/training/owner-orientation-training.pdf>

The orientation training must be completed by the applicant OR the designated agent representing the applicant.

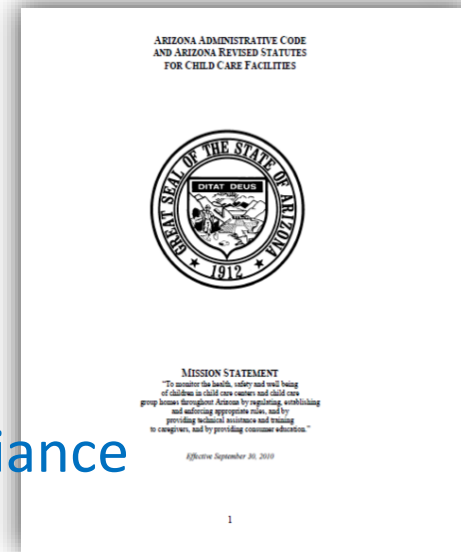


NOTE: Your Compliance Officer will provide a link to the Orientation evaluation, which must be passed in order for your application to be complete. You will receive a training certificate.

The Child Care Compliance Officer

A Child Care Compliance Officer is:

- Assigned to each facility to monitor compliance with departmental rules and regulations.
- The person who will conduct inspections and investigations at the child care facility.



All facilities licensed by the Department of Health Services are visited on a periodic basis, with at least one unannounced inspection made annually, during the facility's hours of operation.

You will receive a notification from your Compliance Officer which will indicate whether your application is complete or incomplete.

If incomplete – Action Required

- The notification will list items missing and instructions to follow for completion.

If complete – Ready for Inspection

- An inspection date will be determined between you and your Surveyor.

The Child Care Compliance Officer

- A standard evaluation tool is used to determine compliance.
- This ensures an equitable, consistent method of assessing licensed child care facilities.
- The Compliance Officer and/or a Compliance Officer Supervisor conducts inspections or investigations as needed or required.

The Child Care Compliance Officer

A Child Care Compliance Officer:

- Is available Monday through Friday, from 8 a.m. until 5 p.m.
- Responds to inquiries
- Takes complaints against a facility regarding alleged violations of state laws and child care rules.

- Phoenix Office
(602) 364-2539
 - Tucson Office
(520) 628-6541
- Toll-Free 1-800-615-8555

Final thoughts...

If you are interested in pursuing the licensing of a facility to provide child care, click here to visit the [ADHS Bureau of Child Care Applications](#) page.

For help negotiating the [Online Licensing Portal](#), take advantage of the [User Guide](#) and the [LMS Frequently Asked Questions](#) page.

- Review the User Agreement carefully, as it contains information regarding the documentation needed for the application process.
- Once the Department determines that the applicant is in substantial compliance with regulatory requirements, the Department will issue an initial license.

Final thoughts

For additional information, please contact the office nearest you:

- Phoenix Office at (602) 364-2539
- Tucson Office at (520) 628-6541



Bureau of Child Care Licensing
150 N 18th Ave. Suite 400
Phoenix, AZ 85007

Or go online to :

[http://www.azdhs.gov/licensing/
childcare-facilities/index.php](http://www.azdhs.gov/licensing/childcare-facilities/index.php)

Bureau of Child Care Licensing

Thank you for your interest in
the well-being of Arizona's most
valuable resource – children.