



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:

- Inspection Records
- Compliance Inspections
- Complaint Inspections
- Modification Inspections
- 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](https://www.AZCareCheck.com)

Bureau of Child Care Licensing

Also responsible for:

- Conducting compliance inspections;
- Providing technical assistance as needed;
- Providing training and resources;
- 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.
- Submit 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...

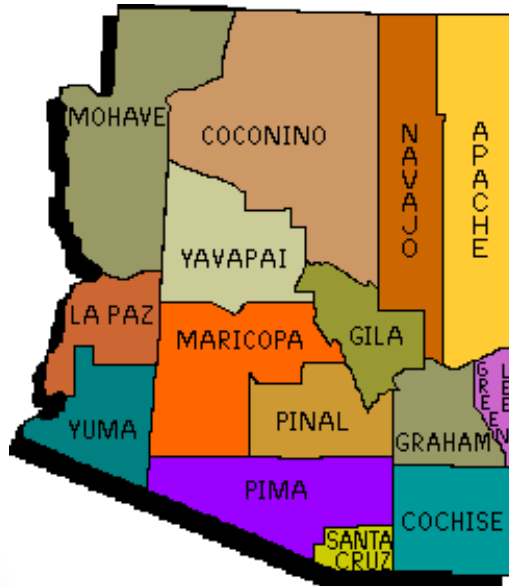
If the property is NOT located in a public school, you must:



- 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 complete fingerprint clearance process*

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

If your newly issued Patient, Caregiver, Dispensary Agent, Facility Agent, or Lab Agent card does not currently display your photo image, your card is still valid. It may take up to 24 hours for the photo image to appear. We are aware of the issue and are working on a solution. Thank you for your patience.

Login

Email Address

Password

Login

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

<https://facility-licensing.azdhs.gov/s/login/>

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* as you prepare the application.



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

Applying for a Child Care License

The **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.

Annual Licensed capacity fees:

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

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.



It is your responsibility to maintain your own records

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 State 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.

State Compliance Officer

A State Compliance Officer is:

- Assigned to each facility to regulate 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 notice through the Licensing Portal which will indicate whether your application is complete or incomplete.

If incomplete

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



If complete

- An inspection date will be determined between you and your State Compliance Officer.



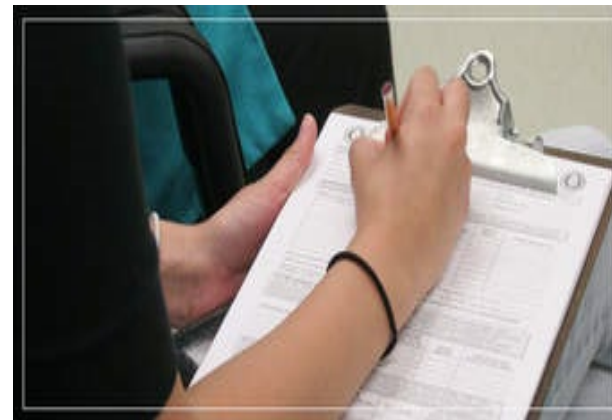
The State Compliance Officer

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

Arizona Department of Health Services Bureau of Child Care Licensing		Child Care Center Rules Instrument Pursuant to A.R.S. § 36-891(F)	
Facility:	CDC-	Date:	Page 1 of 5
Statute or Rule:	C C N/A N/A N/A	<input type="checkbox"/> Plan of Correction	<input type="checkbox"/> Exit Interview only
A.R.S. § 36-882.M. Department notified in writing within 10 days of change of director	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A.R.S. § 36-883.02.A.C. Child care personnel shall apply for <i>Fingerprint Clearance Card</i> within seven working days of employment. Affidavit on file.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-208 Changes Affecting License B.E. Services, space utilization, licensed capacity H.1.1. Written notification of change of controlling person/des. agent/resp. party (30 days)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-301 General License Responsibilities A.3. Change of director B.1. Designates qualified individual to act in director's absence B.2. Supervision of unqualified staff B.3. Staff attendance records	D.2. Immediate access F. Mantoux TB test G. Staff with CPR, First aid on premises, vehicles, field trips I. Record of fire drills once/month (12 mos.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-302 Statement of Child Care Services	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
A.1. Desc. of facility's child care type /class A.2. Hours of operation A.3. Facility street & mailing address, phone A.4. Child enrollment & disenrollment proc. A.5. Charges, fees, payment requirements A.6. Child admission & release requirements A.7. Age-app. discipline guidelines/methods A.8. Transportation procedures A.9. Field trip requirements & procedures	A.10. Parent responsibilities A.11. Description of activities & games A.12. Liability insurance carried by licensee A.13. Medication administration procedures A.14. Accident & emergency procedures A.15. Inspection reports available on-site A.16. Facility regulated by DHS, Dept.'s address, phone A.17. Pesticide application procedures A.18. Parental access to premises	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-303 Posting of Notices A. Posted conspicuously in facility A.1. Facility license A.2. Name of facility director A.3. Name of ind. design. to act in direct. abs. A.4. Fees and refund policy A.5. Menu for the current calendar week	A.6. Prev. of any comm. disease or infestation A.7.8.9. Notice of denial, revocation, suspension; A.10. Notice of availability of facility inspection reports B. Licensed capacity posted in each ind.-or-activity area C. Notification of pesticide application	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
R9-5-304 Enrollment of Children B.6. Emergency information & immunization record (EIR); Ready access to cards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-305 Child Immunization Requirements A. Children's immunization records or exemption B. Attach copy to EIR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-306 Admission & Release of Children; Attendance Records A.1. Children's sign in/out records B. Roster documentation (12 mos.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-307 Suspected or Alleged Child Abuse or Neglect	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-5-308 Insurance Requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

C = Compliant, NC = Non - Compliant, N/A = Not Applicable, NE = Not Evaluated, TA = Technical Assistance

G:\Forms\CDC\Center Rules Instrument Checklist.docx (2/11) CCL-114 Center Representative Initials _____



The State Compliance Officer



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



State Compliance Officer on Duty:

- 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.

Access the Application

- 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.
- Please use the ADHS Child Care [Facility Licensing Portal](#) to complete the application and begin your licensing journey.
- **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.
- For instructions and guidance using the Portal, including registration as a new user, see the [LMS Training Page](#), the [Child Care Provider Training Guide](#), as well as several helpful videos.



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.