IMPORTANT!

Before submitting your application to the Bureau of Child Care Licensing using the LMS Portal

Have you done the following:

- ☐ **Completely read the "READ ME Homes" page**
- ☐ **Reviewed the *Fingerprint Guidelines* and received a valid Fingerprint Clearance Card**

Have you completed the following:

- ☐ **Child Care Group Home E-Application**
  - **(see the Training page for additional help)**
  - **Additional documentation required**
- ☐ **Criminal History Affidavit (for the signatory and the designated agent)**
- ☐ **Citizenship Form (with required additional documents)**
- ☐ **Home Information Sheet**
  - **Drawings with required information must be included**
- ☐ **Agricultural Land Notification documentation (if applicable)**

Have you:

- ☐ **Reviewed the *Readiness Checklist***

Please review the rules for Child Care Group Homes.

If you have any questions, please call the Bureau of Child Care Licensing at 602-364-2539.

READ ME

Before You Apply for a Child Care Group Home Certificate:

- ➢ Obtain any vacant and agricultural land owners' and lessee(s') names and addresses within a ¼ mile of the facility.
- ✓ Complete and send in information regarding *Agricultural Land*.
- ✓ Send a copy of the Buffer Zone agreement and documentation that the agreement is in the office of the County Recorder as a restrictive covenant running with the title to the land, if applicable.

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

  NOTE: It is the policy of the Department to require that each child care group home be operated in compliance with local zoning requirements. It is important that you are aware of your obligation to comply with the local laws, including zoning, building and fire.

- ➢ Contact DPS to request fingerprint information for the application signatory(ies):

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

- ➢ Contact a licensed plumber or a person licensed by the State to conduct inspections or repairs of gas lines or heating devices (if applicable).

- ➢ The new owner Orientation is available on-line at: https://www.azdhs.gov/documents/licensing/childcare-facilities/training/owner-orientation-training-for-homes.pdf
- ➢ The orientation training must be completed by the applicant or the designated agent representing the applicant.
- ➢ A link to the evaluation tool is provided to the applicant once the application and fee have been received and processed by the assigned Licensing Surveyor.
- ➢ After the evaluation is scored and indicates a score of 80% or higher, a certificate of completion will be sent to the applicant to provide documentation that the applicant has completed the required Department-provided training.

- ➢ If a BUSINESS ENTITY, upload a copy of the current Corporation Commission Certificate