

Below is registration information for the next *DHS Child Care Center Licensing New Applicant Information Series*. Please feel free to share the information with those who may be interested:

Who: Applicants Interested in Opening a New Licensed Child Care Center

Cost: Free

What: A series of virtual information sessions on the process of applying for a child care center license presented by the Child Care Center Licensing Unit at the Department of Human Services

Information Session 1: Tuesday, December 1, 2020 9:00 a.m. - 11:00 a.m.

Information Session 1 will provide:

Pre-application information for those considering applying for a MN child care center license and the initial steps of the application process.

Phase I: The first step in applying for a licensed child care center is submitting the application. Topics covered will include steps necessary to complete the initial application form and required supplemental documents. Time will be set aside for questions after the information has been provided.

[Register for this session](#)

Information Session 2: Tuesday, December 8, 2020 9:00 a.m. - 11:00 a.m.

Information Session 2 will provide:

Phase II: Information Session 2 will cover the many working parts that both licensors and applicants can be working on simultaneously after the application and documents have been submitted for review. There are many factors that affect how this phase is completed, some of which are the interaction of other agencies for required facility inspections, background studies, engaging a health consultant, and meeting equipment and supply requirements. Time will be set aside for questions after the information has been provided.

[Register for this session](#)

Information session 3: Tuesday, December 15, 2020 9:00 a.m. - 11:00 a.m.

Information Session 3 will provide:

Phase III: Information Session 3 will provide information about preparing for the pre-licensing review conducted by a DHS licensor and what an applicant might expect to see and do during this review. Additional information will be shared about the responsibilities of a new license holder, particularly in the first year of licensure. A collection of resources will be shared that may support new license holders.

After a MN child care center license is granted, license holders are responsible for understanding what it means to be a license holder. We will share information that will support the license holder in understanding their first year of licensure and where to access various resources for child care centers. Time will be set aside for questions after the information has been provided.

[Register for this session](#)

Registration: Register for each of the virtual information sessions that you would like to attend. After registering, you will receive a confirmation email with instructions for joining the session.

Questions: If you have questions please direct them to dhs.cclictraining@state.mn.us