

Licensing Specialist: _____ Phone: _____	Mailing Address: _____
---	------------------------

MARYLAND STATE DEPARTMENT OF EDUCATION – Office of Child Care
REQUEST FOR CONTINUING LICENSE OR LETTER OF COMPLIANCE

FACILITY: _____ LICENSE/LETTER OF COMPLIANCE #: _____

The above named facility's license or letter of compliance is due to expire on _____.

If you do not wish this facility to continue providing child care beyond the expiration date of the license or letter of compliance, please check here , then sign and date below and return this form to the above address.

Signature _____ Date _____

If you wish the above named facility to continue providing child care beyond the expiration of the license or letter of compliance, you must apply to convert the facility's license or letter of compliance to continuing (non-expiring) status. To apply:

- (1) Sign and date the following statement indicating your desire for the facility to continue providing child care,
- (2) Complete the items listed below on the checklist that apply to your facility, and
- (3) On the backside of this form, complete the section related to Workers' Compensation Insurance. Also, if any person(s) reside on the facility's premises, please provide the specified information about those person(s).

I wish to convert the current license or letter of compliance to continuing (non-expiring) status. I agree to abide by the requirements of COMAR 13A.16.01-.19 or COMAR 13A.17.01-.17, as applicable. I understand that reporting false information may be grounds for denial or revocation of my license or letter of compliance.

 SIGNATURE DATE

At or before the time your facility is inspected in connection with this application for continuing status, your Office of Child Care (OCC) Licensing Specialist will need to review all the forms and documents listed below. The Licensing Specialist can review the documents in your facility during the inspection, or you can reduce the time required for the inspection by mailing the documents to the Licensing Specialist at least ten (10) days prior to the scheduled inspection date.

CHECKLIST OF REQUIRED FORMS AND DOCUMENTATION

(Forms available at www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms or by calling your OCC Regional Office)

Form or Documentation Required	Operator (√ as completed)
OCC 672 – Request for Continuing License or Letter of Compliance	
OCC 1260 – Notarized Release of Information Form for:	
- All staff members and Operator (if the operator is an individual)	
- Each adult residing on the premises of the facility	
- Each trustee, manager, or board member who may have frequent contact with children in care (if Operator is a corporation, agency, or other business entity)	
OCC 100 – Professional Development Plans, evidence of approved continued training as required for the Director, each Teacher, Assistant Teacher and Aide (for COMAR 13A.16 centers only)	
Current and age-appropriate First-Aid/CPR staff certificate(s) to satisfy minimum required 1:20 ratio	
Current Fire Inspection results	
Current and complete Personnel List (OCC 1203)	
Current and complete Staffing Pattern (OCC 1206)	
If applicable:	
- Satisfactory well and septic test results (if your facility has private water and/or sewage)	
- Each required local code approval (e.g., boiler, zoning, pool, etc.)	
- Current rabies vaccination for each dog and cat on the premises	

