

Par.1. **Material Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapter 620-01, Early Childhood Services. Revisions are in **red**, new language is underlined and old language is struck through. If the section is new the description below will add to the online manual.

Par. 2. **Effective Date** – Changes included in this manual letter are effective on or after 4/20/2023 unless otherwise indicated.

### **Application for Licensing 620-01-35-02**

1. All persons/groups wishing to be licensed to provide Early Childhood Services shall make application on SFN 832, Application to Provide Early Childhood Services.
2. Application shall be made for a one year or two year license.
3. A Provisional License or Self-Declaration Document shall be issued for the operation of an initial child care for a 6-month period<sup>7</sup> if the program is unable to show evidence of compliance to<sup>7</sup> applicable standards and rules of the department at the time of licensure. This includes but is not limited to evidence of staff requirements being met. Refer to Early Childhood License Policy 620-01-80-01.
4. Applications for Early Childhood Services must be signed by the owner/operator. The application must be signed by the individual or board designee who has the legal responsibility and administrative authority for the childcare. Applications cannot be signed by the Director/Acting Director or Group Supervisor of the childcare.
5. The complete application ~~packet~~ must be accompanied by the licensing fee to begin the licensing study.
6. The Licensing Specialist shall inform the applicant when there are additional local or regional requirements which must be met, for

example fire inspections, food and lodging preplan visits, and city ordinances.

7. Upon completion of licensing study, there may be deficiencies identified and in need of correction prior to issuing a license.
8. The license and license number are not transferable from one residence to another or one provider to another.
9. A request in writing to a Licensing Specialist is required if the applicant chooses to withdraw their application, after the application has been submitted in CCL.
10. The application fee is non-refundable.

### **Assigning Provider Numbers 620-01-50**

Providers licensed/self-certified prior to the Child Care Licensing system will retain their previously assigned number.

- Converted providers will keep their original/converted license number indefinitely, unless they change license type (ie: family to group) at which time they will be issued a new license number with the new x-xx-xxxxx-x sequence.
- If converted providers renew before their current license expires the system will not issue them a new number (it will re-issue their original/converted license number).
- If converted providers close and then reopen, the system will issue the provider a new license number (with the new x-xx-xxxxx-x sequence)
- A provider whose license is not renewed prior to the license expiration date will have 90 days to renew and retain their current number, after 90 days the license would be considered new and a new number (x-xx-xxxxx-x) would be issued.

New provider numbers will be generated by the Child Care Licensing system. The numbering system is as follows:

<b>X-XX-XXXXX-X</b>			
1 Digit Zone Number*	2 Digit County Number	5 Digit Sequence	Provider Type

<b>Zone Numbers*</b>	
1	NW Supervisor
2	NE Supervisor
3	SE Supervisor
4	SW Supervisor
*Zone numbers will be manually entered by the <a href="#">Licensing Specialist Supervisor</a> in CCL when reviewing an application	

<b>County Numbers</b>			
01	Adams	28	McLean
02	Barnes	29	Mercer
03	Benson	30	Morton
04	Billings	31	Mountrail
05	Bottineau	32	Nelson
06	Bowman	33	Oliver
07	Burke	34	Pembina
08	Burleigh	35	Pierce
09	Cass	36	Ramsey
10	Cavalier	37	Ransom
11	Dickey	38	Renville
12	Divide	39	Richland
13	Dunn	40	Rolette
14	Eddy	41	Sargent
15	Emmons	42	Sheridan
16	Foster	43	Sioux
17	Golden Valley	44	Slope
18	Grand Forks	45	Stark
19	Grant	46	Steele
20	Griggs	47	Stutsman
21	Hettinger	48	Towner

22	Kidder	49	Trail
23	LaMoure	50	Walsh
24	Logan	51	Ward
25	McHenry	52	Wells
26	McIntosh	53	Williams
27	McKenzie		

<b>Provider Types</b>	
F	Family Child Care
G	Group Child Care Home
H	Group Child Care Facility
C	Child Care Center
E	Preschool Education Facility
M	Multiple Licensed Facility
K	School Age Child Care
P	Public Approval
S	Self-declaration
R	Tribal Registration
Q	Approved Relative
I	In-Home Provider

### **Change of License Type 620-01-75-05**

1. The current provider who is requesting a change of license type must complete a new application, submit all required documentation, and a new licensing study will be completed. Refer to Early Childhood Services Licensing Policy 620-01-35-01.
2. Fees and fee adjustments during a licensing, self-declaration, or registration period falls under the discretion of the Licensing Specialist.
3. Licensing Specialist will complete an inspection and review application ~~packet~~ and required documentation.

4. Licensing Supervisor will review application ~~packet~~ and required documentation and determine if a new license will be issued.

### **Change of Owner/Operator 620-01-75-10**

1. The current provider who is requesting a change of owner/operator must complete a new application, submit all required documentation, and a new licensing study will be completed. Refer to Early Childhood Services Licensing Policy 620-01-35-01.
2. Fees and fee adjustments during a licensing, self-declaration, or registration period falls under the discretion of the Licensing Specialist.
3. Licensing Specialist will complete an inspection and review application packet and required documentation.
4. Licensing Supervisor will review application ~~packet~~ and required documentation. A new license number will be issued if it is determined a new license will be issued.

### **Provisional License and Self-Declaration Document 620-01-80-01**

A Provisional License or Self-Declaration Document shall be issued for the operation of an initial child care for a 6-month period, if the program is unable to, show evidence of compliance to applicable standards and rules of the department at the time of licensure. This includes but is not limited to evidence of staff requirements being met.

An unannounced visit is required 3 months after issuance of a Provisional License for an initial license or initial Self-Declaration Document.

A child care who can show evidence of compliance at 6 months shall be issued an initial License or initial Self-Declaration Document without a Provisional.

The Licensing Specialist, Supervisor, and Administrator will determine if a second 6-month Provisional License will be issued for an initial child care who is out of compliance at the end of the Provisional License or Self-Declaration document.

A Provisional License or Self-Declaration Document may be issued during a licensing period if the applicant or operator fails to, or is unable to, comply with all applicable standards and rules of the department.

Refer to Administrative Rules for more details about when the department may issue a Provisional License or Self-Declaration Document.

Steps for Issuing a Provisional License/Self-Declaration Document:

1. The Licensing Specialist shall request that a Provisional License or Self-Declaration Document be issued by the Licensing Supervisor.
  
2. The Licensing Supervisor shall prepare the Provisional Agreement and consult with the Licensing Administrator and Legal Advisory Unit before a Provisional License or Self-Declaration Document is issued.
  
3. When the decision is made to issue a Provisional License or Self-Declaration Document:
  - a. The approved Provisional Agreement is provided to the Licensing Specialist by the Licensing Supervisor.
  
  - b. The Licensing Specialist shall go over the Provisional Agreement with the owner and/or operator/provider and send the approved Provisional Agreement to the owner and operator/provider.

- c. The Provisional Agreement must be signed by the owner ~~provider~~ and returned to the Licensing Specialist.
- d. The Licensing Specialist signs the Provisional Agreement and forwards the document to the Licensing Supervisor.
- e. The Licensing Supervisor signs the Provisional Agreement and issues the Provisional License/Self-Declaration Document.
- f. The word "Provisional" must be on the face of the License/Self-Declaration Document.
- g. The Licensing Specialist reviews the document with the provider and forwards the documents to the provider. The owner ~~provider~~ must sign the agreement and return a signed copy of the agreement to the Licensing Specialist.
- h. The provider must post the signed Provisional Agreement with the Provisional License/Self-Declaration Document.
- i. Extensions to the Provisional License/Self-Declaration Document are not permitted, however, the owner ~~provider~~ may request a new Provisional License/Self-Declaration Document.

### **Staffing Requirements 620-01-85**

The operator must maintain proper ratio at all times. In a center setting, when children are napping, it is allowable for staff to be engaged in other activities on the premises, such as cleaning or planning, or taking a break as long as one staff person is directly supervising the napping children, and other staff counted in the ratio are readily accessible. When children are awake, staff ratio must be met with staff who are directly supervising the children.

On a weekly basis, the provider (family license) or director/supervisor (center/group/preschool/school age license) must be present at the program no less than 60% of the programs' hours of operation. If the ~~owner operator~~ has legal responsibility and the administrative authority over two or more school-age child care programs, a director shared between two or more school-age child care programs shall be present, on a weekly basis, a combined total of sixty percent of the school-age programs' hours of operation.

**Water Temperature 620-01-95-15**

Hot water heaters must be turned down or there must be a tempering valve or an anti-scalding device on the faucets used by children so that the temperature of hot water supplied to sinks does not exceed 120 degrees Fahrenheit (94.2 degrees Celsius).

Licensing Specialists ~~Authorized agents~~ shall take into consideration that slight variations in water temperature will be expected, as water heaters fluctuate throughout the day and thermometers used to measure water temperature may also result in slightly different readings.

Verbal warnings should be issued rather than written correction orders when temperatures are between 120 and 125 degrees Fahrenheit.

Length of Exposure Required to Receive a Third-Degree Burn:

68° C	155° F	1 second
64° C	148° F	2 seconds
60° C	140° F	5 seconds
56° C	133° F	15 seconds
52° C	127° F	60 seconds