



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF LEGAL AND REGULATORY SERVICES
CHILD CARE LICENSING UNIT

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Dear Applicant:

Enclosed is an application package for licensure as a child care center or family child care program, which includes:

- Application
- Child Care Personnel Health Form
- Health Officer Inspection Report
- Life Safety Compliance Report
- Zoning Verification form
- Household & Personnel form
- Criminal History Record Information Authorization Form

The NH Child Care Program Licensing Rules can be found at <http://www.dhhs.nh.gov/oos/cclu/rules.htm>. The rules mandate that **ALL LICENSING MATERIALS BE SUBMITTED TOGETHER IN ONE PACKAGE**. Any application package that is missing any of the required items **will be returned** to the applicant. Programs applying to be licensed solely as a school age program and which will operate in buildings which public or private schools are currently located are **exempt** from the requirement to provide documentation of approval pertaining to health, safety and zoning (see RSA 170-E:6).

On page 2 of this letter you will find a list of the **required licensing forms**, and documentation, if applicable, with a column for you to check off each item as it is completed. Upon receipt of a **complete** application packet a Licensing Coordinator will contact you to schedule a visit at your child care program to review the licensing rules with you and to evaluate your compliance with licensing rules. During the visit you must have available a copy of your **CURRENT water test results if you are on a private well**, as required in He-C 4002.15(a)(5), and documentation of **CURRENT certification in pediatric first aid and CPR**, as required in He-C 4002.19(m) and (q).

Please carefully review the instructions regarding the completion of background checks as described on both the Household and Personnel form and the Criminal History Record Information Authorization form. Without proper background checks a permit cannot be issued and your application will be held pending background check results. If you have questions about the background check requirement, please call our office. Keep copies of all documentation submitted to State Police during the background check process.

Prior to your licensing visit you should also carefully review the NH Child Care Licensing Rules to familiarize yourself with what is expected of a licensed child care program. Pay particular attention to section 4002.06 regarding critical rules, which are rules that the department has determined have the highest potential to jeopardize the health, safety or well-being of the children in care if violated. In addition, He-C 4002.06(a) mandates that a new, renewed, or revised license or permit will not be issued to any program that has one or more uncorrected violations of critical rules. Therefore, to avoid a delay in the issuance of your new permit, it is mandatory that you are in compliance with all critical rules as of the day of your licensing visit.

I recommend that you contact the licensing coordinator for your area early in the planning stage and keep them posted regarding your plans and progress so that you can work together to avoid any delays and to minimize problems. If you have any questions regarding the information enclosed, or you wish to touch base with a licensing coordinator, you may call (603) 271-9025.

Sincerely,

Melissa Clement
Unit Chief
Child Care Licensing Unit

Before mailing, check off each item below that applies to the type of program you are intending to open, to ensure you have included all required licensing application materials. For more detailed information regarding the information required on each form, please refer to pages 8 and 9 of the NH CHILD CARE LICENSING RULES 2017-2027.

- ___ 1. An **APPLICATION** must be completed in full and include dated signatures of applicant/provider/center director, as applicable.
- ___ 2. A **CHILD CARE PERSONNEL HEALTH FORM** must be submitted for the family child care provider or the center director/site director indicating that a physical examination has been completed within the 12 months preceding the date the application is received by the department. A TB test is only required for high risk individuals (your licensed health practitioner will make this determination).
- ___ 3. A **HEALTH OFFICER INSPECTION REPORT** documenting inspection and approval by the local health department or health officer, within the 12 months preceding the date the application is received by the department. The applicant should review this form to ensure that it has been fully completed by the health officer prior to submitting it to the CCLU. **Note:** Not required for programs licensed solely as school age programs which are located in a currently operating public or private school.
- ___ 4. A **LIFE SAFETY COMPLIANCE REPORT** documenting inspection and approval by the local fire inspector or State Fire Marshal's office within the 12 months preceding the date the application for licensure as a child care program is received by the department. The applicant should review this form to ensure that it has been fully completed by the fire inspector prior to submitting it to the CCLU. **Note:** Not required for programs licensed solely as school age programs which are located in a currently operating public or private school.
- ___ 5. **ZONING VERIFICATION** form must be completed in full with the top portion being completed by the applicant, and the remainder being signed and dated by a person who is authorized by the city or town to sign zoning documents and should include any limits placed by zoning officials such as the number of children, program types, or age range of children. **Note:** Not required for programs licensed solely as school age programs which are located in a currently operating public or private school.
- ___ 6. A separate notarized **HOUSEHOLD AND PERSONNEL FORM** must be submitted for the owner or applicant, each household member age 10 years and older, each child care program personnel age 14 and older, and all other individuals age 10 and older, who are not enrolled in the program who will have unsupervised contact with the children. **PLEASE READ THE INSTRUCTIONS ON PAGE 2 OF THIS FORM CAREFULLY TO ENSURE YOU SUBMIT THE CORRECT INFORMATION TO NH STATE POLICE REGARDING CRIMINAL BACKGROUND CHECKS.** Those individuals age 18 years and older must complete the background check process **prior to submitting their forms with the application.**
- ___ 7. **DOCUMENTATION FROM SECRETARY OF STATE** regarding trade names, limited liability corporations, or corporations, as applicable.
- ___ 8. **DOCUMENTATION OF EDUCATION FOR ANY FAMILY OR FAMILY GROUP CHILD CARE PROVIDER BETWEEN 18 AND 21 YEARS OF AGE**, as required by He-C 4002.31.
- ___ 9. **DOCUMENTATION OF EDUCATION AND EXPERIENCE FOR THE CENTER DIRECTOR/SITE DIRECTOR** must be submitted by all applicants for a license to operate a center based program. This includes copies of transcripts, certificates, diplomas, resume, etc., to verify that there is a center director or site director who meets the minimum qualifications specified in He-C 4002.32.
- ___ 10. **DOCUMENTATION OF COMPLETION OF THE PROFESSIONAL DEVELOPMENT REQUIREMENTS** must be submitted for all family child care providers, center directors, site coordinators, and site directors, as specified in He-C 4002.30(a).