



OIG-DRCC-01  
 R. (4/2013)  
 922 KAR 2:090

**COMMONWEALTH OF KENTUCKY  
 CABINET FOR HEALTH AND FAMILY SERVICES  
 Office of Inspector General  
 Division of Regulated Child Care**

**CHILD-CARE CENTER LICENSE APPLICATION**

**Instructions:** All information on this application must be truthful and correct. Complete this application in its entirety, as appropriate. Not all sections apply. Incomplete applications will not be accepted. Please contact the Division of Regulated Child Care if there are any questions relating to this application.

**\*FOR LICENSE RENEWALS ONLY:** Renewal of this license is contingent upon the payment of the application fee and a current arrangement to pay a civil penalty imposed due to a violation(s) which posed an immediate threat to the health, safety, or welfare of a child served by a licensed child-care center.

<b>SECTION 1: PROGRAM INFORMATION (THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY)</b>							
Application Type (Choose One): <input type="checkbox"/> Preliminary <input type="checkbox"/> Renewal <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Revision of Existing License							
Name of Center as it is to appear on license:				Telephone Number ( ) Alternate Telephone Number: ( )			
Street Address of Center (physical address):			City:		County:		Zip Code:
Mailing Address of Center, if different (include city and zip code):							
E-Mail Address:				Fax Number (including area code): ( )			
Is this center located in the home of the owner? <input type="checkbox"/> Yes <input type="checkbox"/> No			If <b>yes</b> , all household members must be identified and have background checks completed (adults only). Please attach a list of the household members with their names, SSN#, and dates of birth.			Maximum Capacity	
Number of Buildings to be used for the Center: _____			Number of Rooms to be used in each building: _____			<b>Must Submit</b> 1. State Building Code/Fire Marshal Approval 2. Local Zoning Approval	
<b>Days and Hours of Operation – please check AM or PM as applicable:</b>							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<input type="checkbox"/> 24 hour care	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Opening Time: _____	_____	_____	_____	_____	_____	_____	_____
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Closing Time: _____	_____	_____	_____	_____	_____	_____	_____
<b>Months of Operation:</b> <input type="checkbox"/> School Year Only <input type="checkbox"/> 12 months <input type="checkbox"/> Other _____							



<b>Check all service options that apply:</b>				Food Service Permit
Infant Care	Toddler Care	Preschool Age Care	School Age Care	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit Number
Transportation	Non-Traditional Hours			_____
<input type="checkbox"/>	<input type="checkbox"/>			

**SECTION 2: OWNERSHIP TYPE (CHECK ONE)**

<input type="checkbox"/> Sole Proprietor – Not Incorporated	Individual Owner	Complete Sections <b>A and F</b>
<input type="checkbox"/> Corporation	Secretary of State Documentation required	Complete Sections <b>B and F</b>
<input type="checkbox"/> Public Service Corporation (PSC)		
<input type="checkbox"/> Limited Liability Company (LLC)	Secretary of State Documentation required	Complete Sections <b>C and F</b>
<input type="checkbox"/> Partnership – Not Incorporated	Partnership Documentation required	Complete Sections <b>D and F</b>
<input type="checkbox"/> Government/Non-Profit Organization	e.g. School Board, Local Government, Parks and Recreation, Faith Based	Complete Sections <b>E and F</b>

**SECTION A: SOLE PROPRIETOR – NOT INCORPORATED (Special Instructions : One owner – Copy of Photo ID or Birth Certificate Required)**

Name (First Middle and or Maiden Last): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ FEIN (if applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SECTION B: CORPORATION Special Instructions: Preliminary Applications** for child care licensure require the following be attached: **Articles of Incorporation**, which include the names, address, and telephone number for each member of the Board of Directors. Also attach the name and telephone # of the corporation’s registered agent. **For RENEWAL applications** for child care licensure attach a current copy of the Certificate of Existence or Authorization from the Kentucky Secretary of State.

Name of Corporation: \_\_\_\_\_ Organization #: \_\_\_\_\_

Address of Corporation: \_\_\_\_\_ Incorporated in which State? \_\_\_\_\_

FEIN (If applicable): \_\_\_\_\_ If out of state, is the corporation registered in the State of Kentucky? **Yes**  **No**  If no, please register prior to submitting an application

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number (including area code): ( ) \_\_\_\_\_

Designated Corporate Representative/Contact Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SECTION C: LIMITED LIABILITY COMPANY/LLC (Special Instructions: Preliminary Applications** for child care licensure require the following be attached: **Articles of Organization**, which include the names, address, and telephone number for each manager and member. Also attach the name and telephone number of the limited liability company’s registered agent. **For RENEWAL applications** for child care licensure attach a current copy of the Certificate of Existence or Authorization from the Kentucky Secretary of State)

Name of Limited Liability Company: \_\_\_\_\_ Organization #: \_\_\_\_\_

Address of Limited Liability Company: \_\_\_\_\_ Incorporated in which State? \_\_\_\_\_

FEIN (If applicable): \_\_\_\_\_ If out of state, is the corporation registered in the State of Kentucky? **Yes**  **No**  If no, please register prior to submitting an application

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number (including area code): ( ) \_\_\_\_\_

Designated Corporate Representative/Contact Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SECTION D: PARTNERSHIP – NOT INCORPORATED (Special Instructions :** Attach a copy of the Partnership Agreement annually & Attach additional sheets as applicable if more than two partners) – Copy of Photo ID or Birth Certificate Required

Partner #1 (First Middle (Maiden) Last Name):

Date of Birth:	Social Security Number:		
Home Address (Street Address):	City:	State:	Zip Code:
Telephone Number (including area code): ( )	FEIN (If applicable):		

Partner #2 (First Middle (Maiden) Last Name):

Date of Birth:	Social Security Number:	
Home Address (Street Address):	Telephone Number (including area code): ( )	
City:	State:	Zip Code:

**SECTION E: OTHER ENTITY- NOT INCORPORATED (Governments, Organizations, etc.) (Special Instructions :** These types of programs could be operated by School Board, Local Government, Parks and Recreation, Faith Based and other non-incorporated entities)

Name of Entity:	FEIN (If applicable):	
Entity’s Designated Representative/Contact Person (First Middle (Maiden) Last Name):		
Address of Entity (Street Address):	Telephone Number (including area code): ( )	
City:	State:	Zip Code:

**SECTION F: DIRECTOR INFORMATION –To be completed by all applicants**

Name (First Middle (Maiden) Last):			
Date of Birth (must be 21 years old or older):	Social Security Number:		
Home Address:	City:	State:	Zip Code:
Telephone Number ( )	Qualifying Documentation – Must be submitted with application: 1. Educational (Diploma, Degree, CDA, or Director Credential) 2. TB results/health professional statement 3. Completed Criminal Record 4. Completed Central Registry Check 5. Official Written Verification of previous full-time paid experience in a licensed center or certified home (up to 3 years – depending on educational level) or training documentation (if applicable)		

**SECTION 3: ATTESTATION (To be completed by all applicants)**

Has the licensee, applicant or director ever had ownership interest in a facility which had its license, certification or registration denied, revoked, or suspended or been issued a civil penalty?

Yes  No If yes, please explain: (attach additional sheet(s) if necessary)

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Is the applicant the parent, spouse, sibling, or child of a previous licensee whose license was denied, suspended, or revoked, and the previous licensee will be involved in the child-care center in any capacity?

Yes  No If yes, please explain: (attach additional sheet(s) if necessary)

Have you or anyone associated with this application held a child care license or family child care home certification?

Yes  No If yes, where, which type – license or certification; what was the provider number (CLR) \_\_\_\_\_; and under what name? \_\_\_\_\_

Does the applicant for licensure have ownership interest in a child care center or family child care home that is currently suspended, revoked, disqualified, terminated, or involuntarily withdrawn from participation in the Child Care Assistance Program or any other governmental assistance program as the result of fraud or abuse of that program?

Yes  No

Pursuant to 922 KAR 2:090 Section 5, each licensed center shall have a written evacuation plan, and it must be updated annually.

Pursuant to 922 KAR 2:110 Section 6(4), I understand that I am required to immediately notify the Office of the Inspector General of any action or change that significantly impacts the operation of this child care center.

The Health Insurance Portability and Accountability Act (HIPAA) requires that personally identifiable health information must be protected from disclosure and maintained in a manner to prevent inadvertent disclosure to the public and to otherwise assure the privacy of such information. Your signature on this application indicates that you agree to comply with the requirements of HIPAA by protecting the confidentiality of employee and children's health records in your possession.

I understand the Office of the Inspector General has the authority to inspect the premises, child care center and the records required by 922 KAR 2:090 and 2:110. All inspections of licensed child-care centers shall be unannounced.

Falsification of application information is grounds for denial or revocation of the license to operate a child-care center. Your signature on this application indicates your understanding and compliance with this law.

I hereby attest that the information contained in this application is truthful and correct under penalty of perjury. This application may be withdrawn at any time the applicant so desires.

\_\_\_\_\_  
**Signature of Owner or Designated Representative**

\_\_\_\_\_  
**Date**

**Person completing application if other than Owner or Designated Representative**

**Name: (Please Print)**

**Telephone number including area code:**

(      )

This application must be accompanied by a certified check or money order made payable to the "Kentucky State Treasurer" for the following amounts:

**Preliminary Application** - fifty dollars (**\$50.00 non-refundable**)

**Renewal Application** – twenty-five dollars (**\$25.00 non-refundable**)

**Change of Ownership** – fifty dollars (**\$50.00 non-refundable**)

**Other Changes or revisions** – no fee required

Mail the certified check or money order to:

**Office of the Inspector General - Division of Regulated Child Care  
275 E. Main Street, 5 E-F, Frankfort, KY 40621-0001**

**Do Not Write Below this Line – Official Use Only**

<b>Date Fee Received:</b>	<b>Amount:</b>	<b>Check/MO Number:</b>	<b>Received By Signature/Initials:</b>	<b>CLR Number :</b>
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<b>Sexual Offender Address Cross-Reference</b>	<b>Date of Search:</b>	<b>Conducted by Signature/Initials:</b>	<b>Exact Address Match:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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