

STEPS FOR SUCCESSFUL APPLICATION

1. Obtain the licensing application package (Applicant's Guide to Licensing) and become familiar with appropriate rules for the type of facility you are planning. The package may be downloaded from Bright from the Start website www.decal.ga.gov

2. Attend a Licensure Orientation Meeting (LOM) conducted by Bright from the Start: Georgia Department of Early Care and Learning. Classes are held monthly and schedules are posted on the website at www.decal.ga.gov

3. Classes are free and no registration is required, but space is limited.

4. Determine what other local and state agencies have jurisdiction for the facility and become familiar with their requirements. Examples are agencies that have jurisdiction for fire, zoning, building, and health regulations and/or requirements that will apply to the facility. Begin securing the appropriate approvals needed for the facility from these agencies.

5. Plan your facility for compliance with the rules and submit your completed application to the Applicant Services Unit (ASU) at Bright from the Start: Georgia Department of Early Care and Learning. The mailing address is: 2 Martin Luther King Jr. Drive SE, Suite 670-East Tower, Atlanta, GA 30334.

Submit your Application Part A including a detailed and readable floor and site plan and the facility's detailed operation plan along with the applicable checklist for each. Each checklist should be very detailed and should provide all the information requested.

Part A application includes:

- Written zoning approval for the type of facility you are planning must be included with this initial application. This approval must state that property is zoned for the type of facility you are planning.
- A certificate of completion from a Licensure Orientation Meeting must be submitted with the application. A copy is acceptable.
- If you do not own the property/building where the facility will be located, a lease agreement must be included with the application.
- Specifically for corporations, a certificate of incorporation with the articles of incorporation must be included as well as by-laws, when applicable.
- Also for corporations, all information listed on the application regarding your corporation should match the information listed with Secretary of State. This can be verified at www.sos.ga.gov/corporations

6. After Part A, floor, site and operation plans have been approved by an ASU consultant and all work is completed, submit application Part B with all required remaining approvals to the ASU consultant for review and approval.

Part B approvals include:

- a. Complete Part B application
- b. A certificate of completion of a 40-hour director's training course that has been approved by the Department. The director responsible for day-to-day operation of the center shall complete the training.
- c. Results of a satisfactory preliminary fingerprints record check on the Director done via Live Scan.
- d. Confirmation of public sewage and public water or an approval letter from the local health department indicating safe drinking water and an approval for septic tank usage for the capacity of the facility
- e. Final Certificate of Occupancy/Inspection from the agency who has jurisdiction for fire approval
- f. Final Certificate of Occupancy/Inspection from the agency who has jurisdiction for building approval and occupancy or a letter stating no building inspection/approval needed for occupancy
- g. Completed vehicle inspection
- h. Completed Initial Licensing Study Staff Profile for facility staff
- i. Map or directions to the facility
- j. Director's application for employment

7. After approval of application Part B, your ASU consultant will contact you to review the 28 page Licensing Prep Checklist and to schedule an on-site inspection to determine compliance with the rules and regulations. If your facility is approved during the on-site inspection, post "**Permission to Operate**" notice, begin operation and pay your annual licensing fee within 30 days in order to receive your licensing certificate.