

Steps For Successful Application

1. The owner must complete and submit the online licensing application for Child Care Learning Centers and become familiar with appropriate rules and regulations for the type of facility that will be operating. The application should be completed online via the Owners DECAL Koala account. Owners may set up a DECAL Koala account at <https://www.decalkoala.com/Default>
2. Attend the Child Care Learning Center (CCLC) Licensure Orientation Meeting (LOM) conducted by DECAL. Classes are posted on the website at www.dec.ga.gov
3. **Classes are free and registration is required.**
4. Determine what 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 requirements that will apply to the facility. Begin securing the appropriate approvals needed for the facility from these agencies.
5. Prepare the facility for compliance with the rules and regulations and submit the completed application online to the Application Services Unit (ASU).
6. Upload and submit the completed Affidavit and secure and verifiable documentation (front and back if there is anything on the back of the back of the document) verifying status for Child Care Learning Center. This should be completed by the owner of the business or the person legally responsible for the business. This should be signed and notarized then uploaded to the online application. This should be completed by the owner of the business or the person legally responsible for the business.
 1. The secure and verifiable documentation is U.S. issued passport or passport card, U.S. military ID, or U.S. issued driver's license.
7. Upload and submit detailed and readable copy of the floor plan checklist, floor plan(s), site plan checklist, site plans, operational plan(s) checklist, and playground checklist of the facility. The floor plan should show all rooms of the facility and ages that will be housed in each room. The site plan should show the property of the location and the building(s) and playground(s) of the property. Each checklist should be very detailed and should provide all the information requested.
8. If the ownership of your facility is under a Corporation (Inc.) or a Limited Liability Company (LLC), you will need to upload and submit the following documentation: a certificate of incorporation with the articles of incorporation must be included as well as by-laws, when applicable. If the ownership is a partnership include the partnership agreement, when applicable. Also, for corporations, all information listed on the application regarding your corporation should match the information listed with the Secretary of State. This can be verified at www.sos.ga.gov/corporations
9. If you do not own the property/building where the facility will be located, a lease agreement must be uploaded and submitted with the online application. If you own the building where the facility will be located, proof of ownership such as a tax bill or tax assessment must be uploaded and submitted.
10. Written zoning approval from the county/city A certificate of completion from a Licensure Orientation Meeting must be submitted with the application. A copy is acceptable. Other documentation to upload and submit includes:

- A certificate of completion of a 40-hour Director's training course that has been approved by DECAL. The Director responsible for the day-to-day operation of the center shall complete the training.
 - Director's Education Credentials and 10-Year Employment History
 - Director's CPR and First Aid Card/Training
 - Results of satisfactory comprehensive criminal record checks for all staff should be displayed in KOALA. Get information and instructions at:
<http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx>
 - 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.
 - Final Certificate of Occupancy Inspection from the agency who has jurisdiction for fire approval.
 - Final Certificate of Occupancy/Inspection from the agency who has jurisdiction for building approval and occupancy, or a letter stating no building inspection approval is required for occupancy.
 - Completed vehicle inspection, vehicle registration and insurance, director, and staff transportation training (only if transportation will be provided)
 - Completed Initial Licensing Study Staff Profile form for facility staff.
 - Lead Teacher Credentials.
 - CPR and First Aid cards/training (for all staff who have CPR and First Aid certification).
11. After approval of Application, the ASU consultant will be in touch to review the Licensing Prep Checklist and to schedule an on-site inspection to determine compliance with the rules and regulations. If the facility is approved during the on-site inspection, a Permission to Operate will be granted and operation can begin. The annual licensing fee must be paid within 30 days in order to receive a licensing certificate. License fee payments can be made at www.decalkoala.com once the center's account is created.