



CHILD CARE LICENSING PROCESS

Thank you for your interest in becoming a licensed child care provider in Dakota County. The list below outlines the licensing process. We encourage you to start the pre-licensing training after submitting your application. A list of the training is included in this packet. Please contact your individual licensing worker if you have any questions and/or refer to our website: <https://www.co.dakota.mn.us/HealthFamily/ChildCare>.

1. Complete the application forms, including:
 - Child Care Licensing Application
 - Certificate of Compliance (MN Worker's Compensation Law)
 - Child Care Licensing Information (DAK5580)
 - Tennessee Notice (Data Privacy)
 - Escape Plan
 - Background Study Data Collection Forms
 - Physician's Report
2. Send in completed application forms along with the **application fee** to:
Dakota County Social Services
14955 Galaxie Ave.
Apple Valley, MN 55124
3. Child Care Licensing reviews your application forms.
Your application will be returned if it is not complete.
4. Application processed:
 - Reference Letters sent out
 - You will receive:
 - Invite to Orientation class
 - Instructions to initiate a background study
 - Instructions to complete fire marshal inspection (if required)
5. Attend the orientation meeting
6. Once the following are complete, licenser will schedule home visit:
 - Training requirements
 - References
 - Fire Inspection results (if required)
7. When the licensing requirements are complete and your home is determined to be in full compliance with Child Care Licensing Rule 9502, Dakota County will recommend you to DHS for licensure within 20 working days

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APPLICATION CHECKLIST

1. CHILD CARE LICENSING APPLICATION

- a. Fill out entire application, including **three (3)** references with **complete** addresses.
- b. “Co-applicant” means another person who will assume equal responsibility with you for the child care program; in other words, you are being licensed together. **DO NOT** put anyone else’s name in this space unless she/he is assuming this responsibility. Co-applicants must also submit three reference written on a separate sheet of paper.
- c. Sign and date the application in front of a Notary Public.

2. CHILD CARE LICENSING INFORMATION (DAK5580)

Please complete all questions and sign and date.

3. PHYSICIAN’S REPORT

- a. Sign and date the Authorization for Release of Medical Information section.
- b. Complete the identifying information.
- c. Give to your physician to complete, sign and **return to you**.
- d. **A Physician’s Report is also required for co-applicants.**

4. TENNESSEN NOTICE (DATA PRIVACY)

Please sign and return one copy.

5. ESCAPE PLAN

- a. Keep one copy for your home and return one copy.

6. BACKGROUND STUDY DATA COLLECTION FORMS

- a. Complete and submit one form each for each individual requiring a background study associated with your program (anyone 13 years or older who lives in the child care home or will assist in care).

TO START THE LICENSING PROCESS

When **all** the above forms are completed and in your possession, send them to us, along with the licensing fee. **INCOMPLETE FORMS ARE RETURNED TO THE APPLICANT FOR COMPLETION.** Receipt of the above completed forms begins the licensing process.

POLICY REGARDING TIMELINES FOR CHILD CARE APPLICANT

Child care applicants are expected to complete requirements for licensure within one year of application. Prospective applicants who do not expect to complete the requirements for licensure within one year may wish to delay application until ready to proceed. Applicants who cannot complete requirements for licensure within one year from application will be advised that their files will be closed. They may re-apply at a later date when they are able to proceed with the study.

Providers who have been reported for illegally unlicensed care are expected to proceed with licensing procedures in a timely manner in order to meet requirements of the Licensing Act.