

## Steps to Apply for an Initial Child Day Center License

*To assist you in navigating the licensing process, licensing representatives are a valuable resource and will work closely with new applicants: from pre-application through to licensure. We want you to support your success in operating a child care program.*

1. Read the *Welcome Letter*
2. Download and read
  - *Standards for Licensed Child Day Centers*  
[https://www.dss.virginia.gov/files/division/licensing/cdc/intro\\_page/code\\_regulations/regulations/final\\_cdc\\_reg.pdf](https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/code_regulations/regulations/final_cdc_reg.pdf)
  - *Background Checks for Child Welfare Agencies*  
[https://www.dss.virginia.gov/files/division/licensing/cdc/intro\\_page/code\\_regulations/regulations/final\\_bg\\_checks\\_for\\_cwa.pdf](https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/code_regulations/regulations/final_bg_checks_for_cwa.pdf)
  - *General Procedures for Information and Licensure*  
[http://www.dss.virginia.gov/files/division/licensing/cdc/intro\\_page/code\\_regulations/tech\\_assist/gp\\_ta\\_01\\_15.pdf](http://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/code_regulations/tech_assist/gp_ta_01_15.pdf)
  - *Code of Virginia*  
[https://www.dss.virginia.gov/files/division/licensing/cdc/intro\\_page/code\\_regulations/code/2017\\_code\\_of\\_virginia.pdf](https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/code_regulations/code/2017_code_of_virginia.pdf)
3. View online Phase I training---*recommended*  
[http://www.dss.virginia.gov/facility/child\\_care/licensed/child\\_day\\_centers/articulate/phase1/player.html](http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/articulate/phase1/player.html)
4. Contact your VDSS licensing office to schedule Phase II training.
5. Create and submit a functional design plan to your licensing office as soon as the building location is identified. *General Procedures for Information and Licensure 22 VAC 40-80-150*
6. Complete your initial child day center application and gather the required attachments.  
NOTE: Background checks must be completed within 90 days prior to submitting an application. Original background checks **MUST** be available at the facility for inspection.
7. Attend Phase II training Information can be found at  
[https://www.dss.virginia.gov/files/division/licensing/cdc/intro\\_page/new\\_applicants/becoming\\_licensed/next\\_step.pdf](https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/new_applicants/becoming_licensed/next_step.pdf) Come with any questions you may have. Need new link
8. Submit your completed application to your licensing office. A complete application package includes the application, all required attachments, and fee made out to “Treasurer of Virginia.” NOTE: A complete application must be submitted at least 60 days prior to the facility’s planned opening date. Submission of an incomplete application will delay the review process.

*A licensing inspector will contact you regarding your application and guide you through the rest of the application process.*