



Karen B. Salmon, Ph.D.  
State Superintendent of Schools

Division of Early Development • Office of Child Care • Region 4 • 807 Brightseat Road • Landover, MD 20785 • 301-333-6940  
• 1-800-925-4434 TTY/TDD • msde.maryland.gov

Dear \_\_\_\_\_ :

Your current \_\_\_\_\_ is due to expire on \_\_\_\_\_. You may not continue to operate your facility after the expiration date unless you have converted to non-expiring status. This is achieved by applying for a Continuing \_\_\_\_\_.

Enclosed is an application packet for your use. **The application process must be completed before the expiration date indicated above.** Upon receipt of all required documents and a satisfactory announced inspection, your Continuing \_\_\_\_\_ will be issued.

After conversion to non expiring status, all future inspections will be unannounced and conducted once during each twelve month period that you maintain your \_\_\_\_\_. **Therefore, it is important that all required administrative documentation** (including children's files, resident's paperwork, staff files, personnel lists, training, each local code approval, e.g., fire, zoning, etc.) **be on site in an approved child care space and available for inspection at all times.**

To maintain your continuing \_\_\_\_\_, certain documentation must be submitted to the Office of Child Care every two years on or before your anniversary date. The anniversary month and day will be noted in the remarks section of your \_\_\_\_\_. As each two year anniversary date approaches, you will be notified by mail to submit the documents required to maintain your non expiring status.

Please notify me as soon as possible if you do not plan to convert your \_\_\_\_\_ to non expiring status. If you have any questions about the process or about the submission of any of the required information, please let me know. I may be reached by phone at \_\_\_\_\_ or email at \_\_\_\_\_. Thank you for your cooperation in this important matter.

Sincerely,

Licensing Specialist  
Enclosures