

MARYLAND STATE DEPARTMENT OF EDUCATION – OFFICE OF CHILD CARE
CONTINUING LICENSE OR LETTER OF COMPLIANCE APPLICATION

CHECKLIST

The applicant must submit the following information to the Office of Child Care (OCC) before the application can be considered complete. *(Check appropriate column for each listed item.)*

■ Remove for LOC	Submitted	N/A
A. Request for Continuing License or Letter of Compliance (OCC 672)	<input type="checkbox"/>	<input type="checkbox"/>
B. Notarized Release of Information (OCC 1260) for:		
1. All staff members and Operator (if operator is an individual)	<input type="checkbox"/>	<input type="checkbox"/>
2. Each adult, 18 years or older, residing on the premises of the facility	<input type="checkbox"/>	<input type="checkbox"/>
3. Each trustee, manager, or board member who may have frequent contact with children in care (If Operator is a corporation, agency, or other business entity)	<input type="checkbox"/>	<input type="checkbox"/>
C. Professional Development Plans, (OCC 100) evidence of approved continued training for:		
1. Director	<input type="checkbox"/>	<input type="checkbox"/>
2. Teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Assistant Teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Aide(s)	<input type="checkbox"/>	<input type="checkbox"/>
D. Personnel List (OCC 1203)	<input type="checkbox"/>	<input type="checkbox"/>
E. Current and age-appropriate First-aid/CPR staff certificate(s) to satisfy minimum Required 1:20 staff/children ratio	<input type="checkbox"/>	<input type="checkbox"/>
F. Staffing Pattern (OCC 1206)	<input type="checkbox"/>	<input type="checkbox"/>
G. Current Fire Inspection Results	<input type="checkbox"/>	<input type="checkbox"/>
H. Current Private Sewer and Water Inspection Results	<input type="checkbox"/>	<input type="checkbox"/>
I. Each required local code approval (<i>e.g., boiler, zoning, pool, etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
J. Current rabies certificate for each animal on premises	<input type="checkbox"/>	<input type="checkbox"/>

Note: Criminal background checks are required for all new employees. Be sure to use the child care facility and the OCC authorization codes.