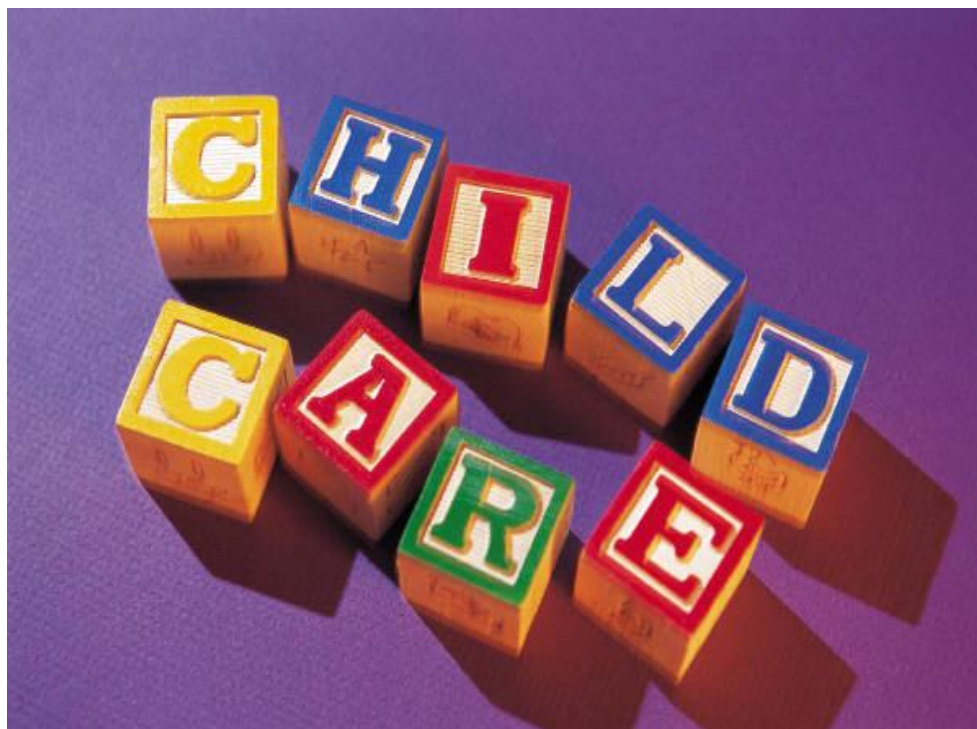


# Change of Licensee/Letter Holder of Child Care Centers

Maryland State Department of Education  
Division of Early Childhood Development  
Office of Child Care

## Resource Guide



2015

Replaces Circular Letter #97-02 Change of Licensee/Letter Holder (October 1, 1996)

## **Change of Licensee/Letter Holder in Child Care Centers**

The purpose of this document is to establish policy and procedures to facilitate the issuance of new licenses/letters of compliance when child care center licensees/letter holders change. This policy is intended to ensure the continuity of service for families and children during periods of transition when changes occur in child care center licensees and letter holders, and to help licensing staff respond effectively to the changes. Flexibility in procedures may be required to ensure the continuity of service.

### **PROCEDURES:**

#### **I. Sharing information with Prospective Buyers/Licensees and Letter Holders**

- A.** The license/letter of compliance contains a statement requiring the licensee/letterholder to surrender the license/letter of compliance at the time of sale and notify the regional office prior to the sale.
- B.** Licensees/letter holders shall be informed that prospective buyers have the same access to regulatory records as parents and others considered to have a compelling public purpose. OCC may not share Child Protective Services and criminal record information, letters of reference, medical and psychological information about licensees/letter holders, child care center staff, and others associated with centers.
- C. The regional office will inform prospective buyers/licensees and letter holders that they will be required to comply with the requirements of current regulations.** This information shall be given at the time of orientation (if applicable), file review, preliminary site visit, or application inspection. This is particularly important in situations where child care centers, in operation prior to the implementation of current regulations, were not required to comply with certain requirements (i.e. 35 square feet per child, and adult bathrooms).

#### **II. Requirements for New Owners/Prospective Licensees and Letter Holders**

- A.** Preliminary Site Visit - The OCC Licensing Branch may conduct a preliminary site visit of a child care center upon receipt of a written request (see "Request for Preliminary Site Visit," OCC Form 1454, on page 4). This is optional.

- B. Documentation of Compliance With Local Codes - OCC shall verify that the new owner/prospective licensee or letter holder has obtained and submitted documentation of compliance with local codes (i.e. building, zoning, fire). Documentation shall not be transferred from the current or former licensee's or letter holder's record except as specifically permitted in a jurisdiction.
- C. Operation of Center by Seller – To assure continuity of care for children upon change of ownership, a seller, who is the licensee or letter holder, may continue to operate a child care center until the new owner is able to assume operation.
- D. OCC Record Maintenance - The child care center record of the former licensee/letter holder is closed the day before the issuance of the license to the new licensee/letter holder. Closed records are retained for five years.

For technical assistance you may contact Paula Johnson, Chief, Licensing Branch via email at [paulad.johnson@maryland.gov](mailto:paulad.johnson@maryland.gov) or via phone at 410-569-8071.

**Maryland State Department of Education  
Division of Early Childhood Development  
Office of Child Care, Licensing Branch**

**REQUEST FOR PRELIMINARY SITE VISIT (Optional)**

I am requesting a preliminary site visit of a prospective site for a child care center prior to making a formal application for a child care center license or letter of compliance. For this inspection:

\_\_\_\_\_ I grant permission for the right of entry.

\_\_\_\_\_ I have obtained permission for the right of entry from the current owner or lessee.

Address:

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The purpose of this visit is to help me determine if the site is appropriate for a child care center operation prior to making a formal application and proceeding with the requirements to obtain a license or letter of compliance.

I understand that this site visit is consultative in nature, and that any matters discussed or findings resulting from the visit will not obligate the Office of Child Care to issue a license or letter of compliance. A final inspection and approval of the formal application by the Office of Child Care are necessary prior to issuance of a license or letter of compliance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date