

MARYLAND STATE DEPARTMENT OF EDUCATION – OFFICE OF CHILD CARE
**CONTINUING LICENSE OR LETTER OF COMPLIANCE CONVERSION
 AND BIENNIAL REVIEW**

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.*)

<i>Items in italics are not required for LOC</i>	Submitted	N/A
1) Request for Continuing License or Letter of Compliance (OCC 672)	<input type="checkbox"/>	<input type="checkbox"/>
2) Personnel List (OCC 1203)	<input type="checkbox"/>	<input type="checkbox"/>
3) Staffing Pattern (OCC 1206)	<input type="checkbox"/>	<input type="checkbox"/>
4) Notarized Release of Information (OCC1260) for:		
A. All staff members (paid or unpaid) and Operator (if Operator is an individual)	<input type="checkbox"/>	<input type="checkbox"/>
B. Each individual 18 years or older residing on the premises of the facility	<input type="checkbox"/>	<input type="checkbox"/>
C. 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"/>
D. Each volunteer	<input type="checkbox"/>	<input type="checkbox"/>
5) <i>Evidence of continued training on a Professional Development Plan (OCC 100) for:</i>		
A. <i>Director</i>	<input type="checkbox"/>	<input type="checkbox"/>
B. <i>Teacher(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>
C. <i>Assistant Teacher(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>
D. <i>Aide(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6) Evidence that all staff have completed Basic Health and Safety Training as required if not provided in item “5” above.	<input type="checkbox"/>	<input type="checkbox"/>
7) Workers Compensation Insurance Information (OCC 1201) or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
8) Current and age appropriate First Aid and CPR certificates for staff per COMAR	<input type="checkbox"/>	<input type="checkbox"/>
9) Current Fire Inspection results	<input type="checkbox"/>	<input type="checkbox"/>
10) Current Private Sewer and Water inspection results	<input type="checkbox"/>	<input type="checkbox"/>
11) Each required local code approval (e.g. boiler, zoning, pool, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
12) Current Rabies Vaccination certificate for each animal on the premises	<input type="checkbox"/>	<input type="checkbox"/>
13) Privacy Rights Form for criminal background checks for all staff	<input type="checkbox"/>	<input type="checkbox"/>

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