



Licensing Renewal Checklist

License packets are no longer mailed out. You will more than likely receive an email with the acknowledgement it needs to be done. You can also find the forms at:

<https://health.mo.gov/safety/childcare/forms.php>

- **APPLICATION FOR LICENSE TO OPERATE GROUP CHILD CARE HOME AND CHILD CARE CENTER**

Check (if you want) when you complete each section or item:

APPLICATION

- _____ 1. Section: Identifying information
Look at **SAMPLE APPLICATION highlighted** 'Name of facility' and write that on the application you fill out.
- _____ 2. Section: License specifications requested
Number of preschool/Total capacity of children at one time: *This is the number on your license and may be different than the number you serve.*
- Hadlee 3. Section: Administration
Hadlee will fill this part out the part about EMAA Head Start and EMAA board president
- _____ 4. List name of director: Personal information about the site manager—site manager fills this out.
- Courtney 5. Section: Signature
Note: Denis Moore signed an authorization for Renee Killian to act on his behalf.

Current staff sheet (begin with last year's staff sheet)

- _____ 1. MOPD ID: if not on last year's staff sheet, can go to our web site for a quick way to locate. Staff Information→General→Licensing Renewal Checklist→ Obtain Your MOPD ID or Look up Your MOPD ID
- _____ 2. Date employed: ask staff or area coordinator if you don't have this information
- Courtney 3. Date of background screening: *Leave this date blank. (Must be a date after the date of the application.)*
- _____ 4. Current first aid/CPR training: Site manager probably knows, if not run ChildPlus 1310 for individuals at your center.
- _____ 5. Date of Medical Examination and TB Risk Assessment: ChildPlus 1150 Personnel Health Status, If site manager does not know, ask an area coordinator for this report, if you cannot get a copy.

Current list of available equipment

Can use "EMAA Head Start Classroom Equipment List/Inventory" which staff updates each December. This form lists each category in the identical order of the licensing form. (Suggestion of a former licensing rep.)

Copy of "Certificate of Good Standing" since our facilities are incorporated

Administration has this. Courtney is a logical spot for a 'master' copy that each of us need. Area coordinator will get this from her. (First AC to think of this will get it from Admin.)

Evidence of compliance with local building and zoning requirements

Site manager calls respective city's building and zoning department to obtain this.

*****Once the licenses is received, be sure to send a copy to central office.*****