

Continuation Online Application - Documents Desk Aid

| Document Type | Used by Licensing | Used by Certification | Mandatory Upload in CCPP for Submission of Online Continuation / Renewal Application | Required Prior to Granting Continuation / Renewal | Provider Can Upload / Submit in CCPP (if no, submit to regulating agency by mail or email) | Comments |
|--|-------------------|-------------------------|--|---|--|---|
| Articles of Organization (Llc)/Incorporation/Partnership | Yes | No | Only if not already uploaded | No | Yes | Updated Articles of Organization required for Limited Liability Corporation, articles of Incorporation required for Corporation can be submitted at continuation. Not required for licensed or certified family child care. |
| Building Inspection | Yes | No | Only if not already uploaded | No | Yes | Not required at continuation. |
| Business Structure | Yes | No | No | No | No | Organizational chart may be submitted to the regional licensing office if there has been a change. |
| By-Laws | Yes | No | Only if not already uploaded | No | Yes | Only needed if there has been a change, not required for licensed/certified family child care. |
| CBC (Child care background check) Delegations | Yes | No | No | No | Yes | Required if there are changes. |
| Collaboration Agreements | yes | No | no | no | Yes | Required if the program is a 4k collaboration with school district and there have been updates: https://dcf.wisconsin.gov/cclicensing/collaborative-vecc-faq |
| Delegation of Authority | Yes | No | Only if not already uploaded | Yes, see comment | Yes | Submission required for licensed group and day camp, if there has been a change. |
| Indoor/Outdoor Diagrams | Yes | No | Only if not already uploaded | No | Yes | |
| Initial Licensing Checklist | Yes | No | No | No | Yes | Not required at continuation. |
| List of Board of Directors | Yes | No | Only if not already uploaded | No | Yes | Only required if there is a change in the Board of Directors |
| Occupancy Permit | Yes | Not required at renewal | No | No | Yes | Not required for continuation of license or renewal of certification. |
| Off premise kitchen inspection | Yes | No | No | Yes, see comment | No | Required yearly if serving meals that are prepared off-site. |
| Partner/Member List | Yes | No | Only if not already uploaded | No | Yes | Submission required if changes. |
| Policies | Yes | No | Only if not already uploaded | No | Yes | Only required if updated. |
| Policy and Procedures Checklist | Yes | No | Only if not already uploaded | No | Yes | Only required if updated |
| Proof of Insurance - Liability | Yes | No | No, see comment | No, see comment | Yes | Updated insurance documents may be submitted at continuation. Required for Licensed Family Child Care, only if have pets on premises. Required for Licensed Camp and Group Child Care. Not required for certified family child care. |

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| Proof of Insurance - Vehicle | Yes | Yes | No, see comment | No, see comment | Yes | May submit updated documents if center provides transportation in center-owned/leased vehicles. |
| Rabies Vaccination | Yes | Yes | No | No, see comment | Yes | May submit updated documents if pets are on premises of the child care. |
| Radon Test | Yes | No | No | No, see comment | Yes | Updated documents may be submitted. |
| Radon Mitigation | Yes | No | No | No, see comment | Yes | Updated documents may be submitted, if mitigation was needed and completed. |
| Regulatory Agency Approval Form | No | Yes | No | No, unless newly licensed for foster care or adult care | Yes | Form is required if the home is licensed/certified for foster care, adult home care or other licensed program. https://dcf.wisconsin.gov/files/forms/pdf/13259.pdf |
| Standards and Checklist | No | Yes | No | No, see comment | Yes | Contact the certification agency to determine if completed form is required as part of the recertification process. https://dcf.wisconsin.gov/files/forms/pdf/49.pdf |
| Training Documentation/ Continuing Education | No | Yes | No | Yes, see comment | No | Continuing education documentation cannot be uploaded by provider in portal and will need to be collected by certification agency. Does not need to be submitted for Licensing at continuation. |
| Vehicle Inspection | Yes | No | No | No, see comment | Yes, for vehicles already listed | Required only if transport children in care with an owned/leased vehicle (not contracted through a bus company or school) and previous inspection has expired. |
| Water Test Beach | Yes | No | No | No, see comment | Yes | Required only if beach is on premises of a licensed day camp and previous test has expired. |
| Water Test Results | Yes | Yes | No | No, see comment | Yes | Required if water source is a private well, there is no access to public water system and previous test results have expired. |
| Zoning Certificate | Yes | No | No | No | Yes | Not required at continuation/renewal. |