

Initial Online Application - Documents Desk Aid

Document Type	Used by Licensing	Used by Certification	Mandatory Upload in CCPP for Submission of Initial Online Application	Required Prior to Granting Regulatory Approval	Provider Can Upload/ Submit in CCPP <i>(If no, submit to regulating agency by mail, email or drop off)</i>	Comments
Articles of Organization (Llc)/Incorporation/Partnership	Yes	No	Yes, see comment	Yes, see comment	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	Yes, see comment	Yes, see comment	Yes	A licensed group child care facility shall maintain a building inspection report that specifies the building meets the applicable Wisconsin commercial building codes for use as a group child care center. Licensed family child care requires this if the facility is not used for a residence.
Business Structure	Yes	No	No	No	No	Organizational chart, or other similar document, may be submitted to the regional licensing office.
By-Laws	Yes	No	Yes, see comment	Yes, see comment	Yes	Required for Corporation, can be submitted for Limited Liability Company or partnership, not required for Licensed Family Child Care or Certified Family Child Care.
CBC (Child Care Background Check) Delegations	Yes	No	No	No	Yes	
Collaboration Agreements	Yes	No	No	No	Yes	Required if the program is a 4k collaboration with school district https://dcf.wisconsin.gov/cclicensing/collaborativecc-faq
Delegation of Authority	Yes	No	Yes, see comment	Yes	Yes	For licensed group and licensed camp submit a current delegation of administrative authority signed by the licensee that outlines the organizational structure and designates, in a chain of command form, those persons on the premises in charge of the center for all hours of operation.
Indoor/Outdoor Diagrams	Yes	No	Yes	Yes	Yes	
Initial Licensing Checklist	Yes	No	No	Yes	Yes	Upload a completed and signed copy of the Initial Licensing Checklist signifying that you have reviewed and understand the licensing requirements and have completed a self-assessment of your facility and child care program.

List of Board of Directors	Yes	No	Yes, see comment	Yes, see comment	Yes	Required for Corporation, not required for Limited Liability Company or Licensed Family Child Care or Certified Family Child Care.
Occupancy Permit	Yes, see comment	Required by some municipalities	No	Yes, see comment	Yes	In addition to the approved building inspection, an occupancy permit, demonstrating compliance with building and zoning codes, may be required by some municipalities, cities, towns or counties.
Off premise kitchen inspection	Yes	No	No, see comment	Yes, see comment	No	Required for Licensed programs if serving meals that are prepared off-site.
Partner/Member List	Yes	No	Yes, see comment	Yes, see comment	Yes	For a Limited Liability Company and partnership, a document is needed to show who the owners are.
Policies	Yes	No	Yes	Yes	Yes	
Policy and Procedures Checklist	Yes	No	Yes	Yes	Yes	
Pre-licensing attestation form, sign off, and/or supplementary notes	Yes	No	No	Yes, see comment	No	Required if applicant completed pre-licensing process.
Proof of Insurance - Liability	Yes	No	No, see comment	Yes, see comment	Yes	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.
Proof of Insurance - Vehicle	Yes	Yes	No, see comment	Yes, see comment	Yes	Required only if transporting children in care with an owned/leased vehicle (not contracted through a bus company or school)
Rabies Vaccination	Yes	Yes	No, see comment	Yes, see comment	Yes	Required in order to grant licensing/certification if pets are on premises.
Radon Test	Yes	No	No	Yes, see comment	Yes	Not required for certified family child care.
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	Yes, see comment	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	Yes, see comment	Yes	Only required for Certified Family Child Care and if required by local certification agency. Contact your certification agency to inquire if a completed form is required as part of the application process. https://dcf.wisconsin.gov/files/forms/pdf/49.pdf
TB Screening (Tuberculosis)	No	Yes	No	No, see comment	No	Required for Certified Family Child Care only. Submit TB Screening form directly to the Certification Agency. https://www.dhs.wisconsin.gov/forms/f02314.pdf
Training Documentation	Yes	Yes	No	No, see comment	No	Certification training documentation must be submitted directly to the certification agency. Licensing may ask for training documentation to be submitted.

Vehicle Inspection	Yes	No	No, see comment	No, see comment	Yes	Required only if transporting children in care with an owned/leased vehicle (not contracted through a bus company or school) https://dcf.wisconsin.gov/files/forms/pdf/52.pdf
W9	Yes	No	No	No	Yes	Not required for licensing but may be submitted with application.
Water Test Beach	Yes	No	No	No, see comment	Yes	Required only if beach on premises of Licensed Camp.
Water Test Results	Yes	Yes	No	Yes, see comment	Yes	Required if water source is a private well and no access to public water system.
Zoning Certificate	Yes	No	No	No, see comment	Yes	In addition to the approved building inspection, a zoning certificate may be required by some municipalities, cities, towns or counties.

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/collaborativecc-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.
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.