



Wisconsin Child Care Regulatory System (WISCCRS) User Guide

Reviewing Online Applications

June 2025

Division of Early Care and Education

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Online Licensing/Certification Applications

Effective June 1, 2024, potential applicants can create an account through the DWD Account Management System and use those credentials to submit an Expression of Interest (EOI) through the Child Care Provider Portal (CCPP).

The **Expression of Interest** was designed to gather information on potential applicants earlier in the regulation process, prior to completion of Pre-Licensing/Certification Orientation. It provides another way to connect with the applicant and work through questions and/or concerns they have, that may otherwise result in a complete loss of contact. This module also allows more accurate tracking of the early phases in the regulation process. The EOI will provide more of an opportunity to collect information on when and why an applicant has decided to stop moving forward with becoming a regulated provider.

The **Initial Application** for licensed and certified child care programs has been available online using CCPP since February 2025. This option is only available for applicants who have submitted an EOI through CCPP and have successfully completed the Orientation/Pre-Licensing process.

Continuation and Renewal Applications became available in the Provider Portal for licensed (family, group, camp) and regular certified child care programs on June 20, 2025. Programs that have a license expiration date of August 31, 2025 or later, and certificate renewal end dates of August 23, 2025 or later, can complete the applications online.

This guide will help you understand the system-related steps that occur throughout the online application process. The EOI is one of the first steps an applicant can take to get connected with an agency worker and begin the Pre-Licensing or Certification Orientation process. The applications submitted online through CCPP will pull information and documents into WISCCRS for review and next steps.

Please reference the [Basics User Guide](#) for an overview of WISCCRS, if you are a new user.

Processing an Expression of Interest

Once the applicant submits an EOI, a dashboard task is generated to notify the appropriate agency of the submission. The tasks are distributed to the agency depending on what type of regulation was chosen and which county/tribe was selected for the facility location.

Dashboard tasks can be processed directly from the **Task Inbox**, or they may be assigned to a worker by an agency lead with appropriate access. Assigned tasks populate in the **My Assignments** section of the dashboard.

The screenshot shows two sections: 'My Assignments' and 'Task Inbox'. Both are presented as tables with columns for Source, Created Date, Priority, Task Description, and Task Status. In the 'My Assignments' table, a task is shown with status 'Assigned'. In the 'Task Inbox' table, two tasks are shown with status 'Pending'. Red arrows in the original image point to the 'Source' column in both sections and to the 'Assigned' and 'Assign' status columns.

Refer to the [Dashboard](#) user guide for more details on how to manage/process these tasks.

The application status is displayed in WISCCRS and CCPP, depending on the actions taken by the applicant in CCPP and the worker as they make updates to the status on the **Expression of Interest Decision** page, in WISCCRS.

Provider/Loc Number 0800040360 / 001 Facility Number 1123636 Facility Address 101 Happy Camper Ln Madison, WI 53711		Name Shelly Sandstone Applicant/Loc Number 7800087972 / 001 Facility Name	
There is no current license or certificate for this location. ⚠️			
Location Details			
101 Happy Camper Ln Madison, WI 53711 Dane County			
Licensed Applications For This Location 001			
Application Sequence #	Application Entered Date	Application Status	Application Mode
001	04/30/24	Expression Of Interest Submitted	Expression Of Interest

Review Information Submitted

After receiving a dashboard task notifying the agency of the new EOI submission, a review must be done promptly. The dashboard task link takes the worker directly to the **Applicant Information** page where the review can begin. If the applicant contacts you about updating any of their information, you can make the updates here.

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Application Navigation Assignments Invoices Applicant Details Applicant Other Licenses DOR Requests DWD Requests Documents Location Details Location Child Care Finder Listing CCRR Location Details Subsidy Details Public Collaborations Pets Other Licenses Transportations Closures Insurances Comments Messages Communications Opt-In Details Messages Sent Alternate Addresses	Provider # 8800040338 Applicant # 5800087750 Name Mike Child Care
	Applicant Information Business Name <input type="text" value="Mike Child Care"/> First Name * <input type="text" value="Mike"/> Middle Initial <input type="text"/> Last Name * <input type="text" value="Tyson"/> Suffix <input type="text"/> Confirm Name Change <input type="checkbox"/> Is A Translator Needed ? <input checked="" type="radio"/> Yes <input type="radio"/> No Translator Language <input type="text" value="English"/>
	Applicant Identification Tax ID Number Type * <input type="radio"/> SSN <input checked="" type="radio"/> FEIN Confirm Tax ID Number Type Change <input type="checkbox"/> Tax ID Number * <input type="text" value="10-1093999"/> (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)

Navigate to the **Location Details** page. The applicant is only required to enter the facility's location county/tribe to submit an EOI. **However, the location address is required prior to changing the application status to any of the Completed statuses.** Be sure to verify or enter the location address as soon as it has been confirmed.

Application Navigation Assignments Invoices Applicant Details Applicant Other Licenses DOR Requests DWD Requests Documents Location Details Location Additional Details Child Care Finder Listing CCRR Location Details Subsidy Details Public Collaborations Pets Other Licenses Transportations Closures Insurances	Provider / Loc Number 8800040378 / 001 Facility Number 1123649 Facility Address 707 Kids R Us Lane Milwaukee, WI 53206 Name Leather And Laces Ranch Applicant / Loc Number 5800088152 / 001 Facility Name Fanci's Kids There is no current license or certificate for this location. ⚠️
	Facility/Location Address Street Number <input type="text" value="707"/> Unit <input type="text"/> Direction <input type="text"/> Street/Rural Rt/Box# * <input type="text" value="Kids R Us"/> Suffix <input type="text" value="Lane"/> Quadrant <input type="text"/>

Refer to the [Creating New Provider Records](#) user guide for guidance on how the fields should be filled out.

Proceed to the **Application Details** section by clicking on the **Applications** link in the left side navigation menu.

- Documents
- Confidential Documents
- List All Documents
- Batch Documents
- CBC Fee Deduction
- BID Forms(Lic Only)
- Provider Portal
- Applications**

Then select the **Application Sequence** (likely 001).

Licensed Applications For This Location 001					
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category	
001	03/16/24	Expression Of Interest Submitted	Expression Of Interest		

Click on the **EOI Decision** link. This page allows the worker to change the status of the EOI. When the status is updated in WISCCRS, the new status also displays in CCPP for the applicant.



Note: The **Date Of Decision** must be entered when changing the status the first time. This date should then be updated each time the status is changed.

Before changing the status in WISCCRS, contact with the applicant should be made to discuss their next steps. Once contact is made, the *dashboard task* should be marked as **Processed**, and the application status should be switched according to what is decided between the worker and the applicant.

See **Changing the Application Status** section below for descriptions of each status.

Changing the EOI Application Status

The status of the EOI provides a way to track progress and the amount of time it takes for the applicant and/or worker to move through the various steps of the regulation process, prior to submitting the initial application.

Description of EOI Statuses

Status	Agency	Description
Expression of Interest (EOI) Pending	Licensing & Certification	This status is generated by the potential applicant entering at least some information in the EOI. No task generated yet.
Expression of Interest Withdrawn (Pre-submission)	Licensing & Certification	This status is generated by the applicant withdrawing their EOI prior to submission. No task generated.
Expression of Interest Submitted	Licensing & Certification	This status is generated once the applicant submits their EOI for review. This will trigger a dashboard task to the appropriate Pre-Licensing Agency, county/tribal Certifying Agency, or Regional Office (day camps).

Status	Agency	Description
Expression of Interest Withdraw Requested	Licensing & Certification	This status is generated when the applicant submits a Request to Withdraw their EOI after submission. This will trigger a dashboard task to the appropriate agency. This provides an opportunity to assist with any concerns they have about the regulation process and/or gather information about why they decided to withdraw. If confirmed, the agency will change the status to Expression of Interest Withdrawn . If the applicant decides to continue with regulation, the status needs to be changed back to what it was previously, or to the next status in the sequence, depending on the conversation with the applicant.
Expression of Interest Withdrawn	Licensing & Certification	After the agency attempts to collect the reason(s) for withdrawal, the agency updates the status in WISCCRS and enters a comment (on the decision page) to record the reason(s).
Pre-licensing Initiated	Licensing	The Pre-Licensing Agency switches to this status after contact has been made and the applicant has agreed to move forward with the pre-licensing process.
Pre-licensing Discontinued/Lost Contact	Licensing	When the Pre-Licenser has lost contact with the applicant therefore not completing the pre-licensing process.
Pre-Licensing Complete	Licensing	When the applicant has successfully completed the pre-licensing process, the Pre-Licenser updates the application to this status in WISCCRS. *The location address and “Date TA/Orientation Completed” are required to change to this application status.
Expression of Interest for Day Camp Complete	Licensing Day Camps	The Regional Office changes the status from “Expression of Interest Submitted” to “Expression of Interest for Day Camp Complete” after confirming the intention to proceed with filling out an initial application. The worker should also switch the dashboard task to “Processed”. *The location address and “Date TA/Orientation Completed” are required to change to this application status.
Orientation Initiated	Certification	The Certifying Agency switches to this status after contact has been made and the applicant has agreed to move forward with the orientation process.
Orientation Discontinued/Lost Contact	Certification	When the certifier has lost contact with the applicant therefore not completing orientation.
Orientation Complete	Certification	When the applicant has successfully completed orientation, the certifier updates the application to this status in WISCCRS. *The location address and “Date TA/Orientation Completed” are required to change to this application status.

Upon successful completion of orientation, pre-licensing or if the applicant has chosen to become a licensed camp, the application status should be changed to one of the following:

- Orientation Complete
- Pre-Licensing Complete
- Expression of Interest for Day Camp Complete

Remember to change the “Date Of Decision” and enter the “Date TA/Orientation Completed”. The “Date TA/Orientation Completed” is required to change to any of the “Complete” application statuses.

This completes the EOI process and generates the **Initial Application** button in WISCCRS and CCPP. The Pre-Licensors/Certifier should be communicating with the applicant to let them know the initial application is now available for them to complete online.

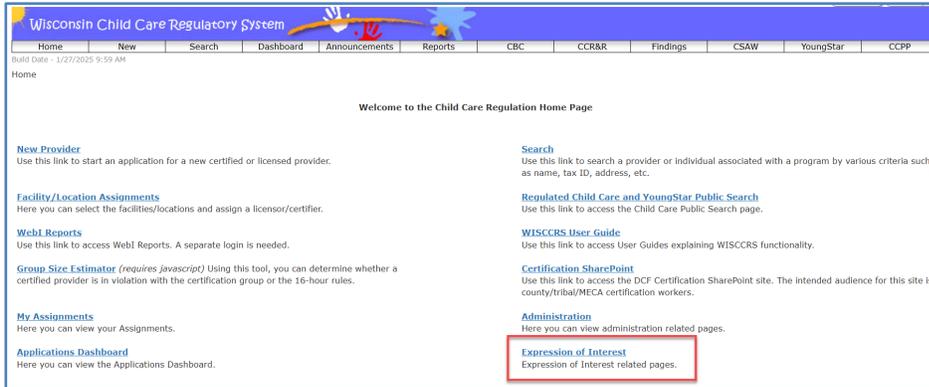
Reminder: Applicants can still choose to submit the paper version of the application. Agencies shall continue to follow the paper application process for those applicants.

Licensed Applications For This Location 001									
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
001	03/15/24	Pre-Licensing Complete	Expression Of Interest						Initial

Entering an EOI in WISCCRS

This option can be used for applicants who may not have the ability to enter an EOI on their own for whatever reason. Entering an EOI through WISCCRS does not generate a dashboard task. The worker must update the application status accordingly.

Click on the **Expression of Interest** link from the **Home** page.



Fill in the information on behalf of the potential applicant.

Refer to the [Creating New Provider Records](#) user guide for guidance on how the fields should be filled out.

Note: If the EOI is entered through WISCCRS, the applicant will not be able to access their CCP account until they have created a DWD/WIEXT account and completed Pre-Licensing/Orientation.

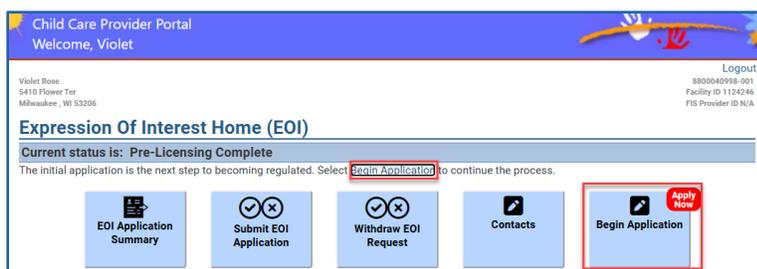
If the applicant does not provide an SSN/ITIN, the EOI cannot be completed. They will need to go through the paper application process.

The worker must switch the application status to “Submitted,” “Orientation Initiated,” or “Pre-Licensing Initiated” depending on the conversation with the applicant. Refer to the **Changing the Application Status** section in this user guide for more details.

Processing Initial Applications

The initial licensing/certification application will only be available online to those who have submitted an Expression of Interest (EOI) and have successfully completed Orientation/Pre-Licensing. The status for their EOI must be either **Orientation Complete** or **Pre-Licensing Complete** for the **Begin Application** button to populate in CCPP. This will also populate the **Initial** button in WISCCRS.

How this looks in CCPP:



How this looks in WISCCRS:

Certified Applications For This Location 001									
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
001	05/07/24	Orientation Complete	Expression Of Interest						Initial

Once the applicant submits the initial application, a dashboard task is generated in WISCCRS to notify the appropriate agency of the submission. The tasks are distributed to agencies depending on what type of regulation was chosen and which county/tribe was selected for the facility location.

Note: For certification applications – The Certifier will need to reach out to collect TB screening and training documentation until CCPP is able to accept documents directly related to specific individuals.

The initial status of a submitted application will be one of the following:

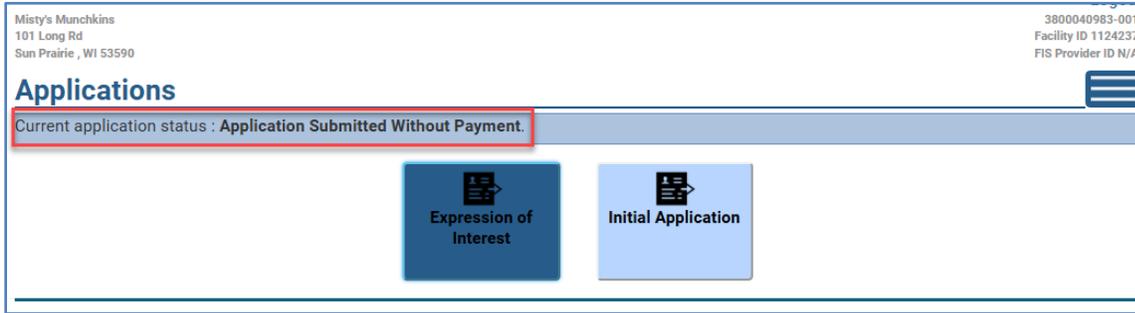
- Application Submitted
- Application Submitted Without Payment
 - Begin tracking process if payment is required to begin reviewing the application

The application review process can begin when:

- The application is submitted with full payment
- The application is submitted without payment, but payment is not required
- The application is submitted without payment and the fees have been paid in full after submission

The application status is displayed in WISCCRS and CCPP, depending on the actions taken by the applicant in CCPP and the worker as they make updates to the status in WISCCRS.

How it is displayed in CCPP:



How it is displayed in WISCCRS:

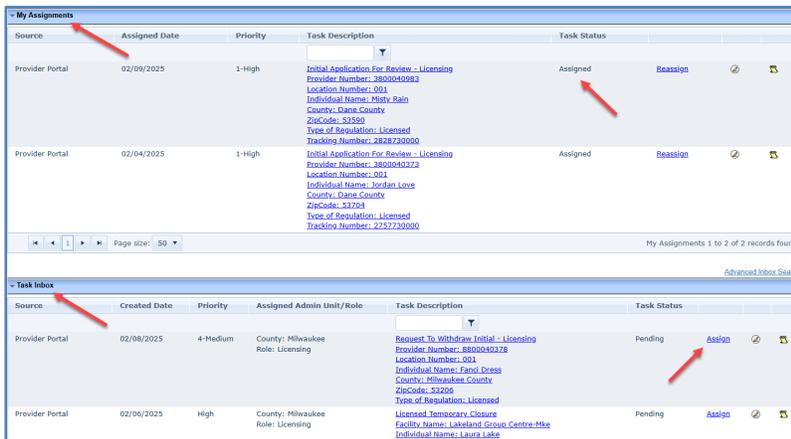
Location Details					
Misty's Munchkins 101 Long Rd Sun Prairie, WI 53590 Dane County					
Licensed Applications For This Location 001					
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category	
002	01/14/25	Application Submitted Without Payment	Initial		
001	01/14/25	Pre-Licensing Complete	Expression Of Interest		

Reminder: Applicants can still choose to submit the paper version of the application. Agencies should continue to follow the paper application process for those applicants. Refer to the [Creating New Provider Records](#) user guide for how to enter an initial application in WISCCRS when paper applications are received.

Dashboard Tasks

Once the applicant submits an application, a dashboard task is generated to notify the appropriate agency of the submission. The tasks are distributed to the agency depending on what type of regulation was chosen and which county/tribe was selected for the facility location.

Dashboard tasks can be processed directly from the **Task Inbox**, or they may be assigned to a worker by an agency lead with the appropriate access (DCF staff only). Once a dashboard task is assigned, it will populate in the **My Assignments** section of the dashboard for the assigned worker.



The worker assigned to process the dashboard task will have a direct link to the application in WISCCRS. However, anyone will be able to search for that application, perform the application review, make updates/changes to the information submitted, and change the

WISCCRS User Guide – Reviewing Online Applications application status.

Note: The dashboard task assignments are separate from facility assignments. Also, changing the status of the dashboard task will not change the application status. These status changes are not connected in any way and can be done by two different people.

Reassigning Dashboard Tasks (DCF Staff Only): The Agency Lead responsible for assigning dashboard tasks can reassign a task to another worker if someone else will be doing the application review due to an absence or workload change. The Lead can either perform an **Advanced Inbox Search** to look up the task or they can access the task directly through the facility file in WISCCRS.

Reassigning Tasks Using Advanced Inbox Search: The fields selected will look something like the screenshot below. Select, “Assigned”, “Initial Application For Review” and adjust the Task Created Date to include the date the task was created (application submitted), then select “Search”.

The screenshot shows the 'Advanced Inbox Search' form with the following fields and values:

- Task/Message *: Task
- Source *: Wiscrs - Licensing
- Admin Unit: County
- County: Door
- Assigned User Role: Licensing
- Status: Assigned
- Type: Initial Application For Review - Licensing
- Task Created Date *: 1/1/2025 To 2/9/2025
- Due Date: (empty)
- Tracking Number: Enter 10 Digit ID
- Task Related To: (empty)

Refer to the [Dashboard](#) user guide for more details on how to do an advanced search.

Select **Reassign** for the task that is being reassigned.

Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Status	
Provider Portal	1/14/2025	1-High	County: Dane Role: Licensing	Initial Application For Review - Licensing Provider Number: 3800040983 Location Number: 001 Individual Name: Misty Rain County: Dane County ZipCode: 53590 Type of Regulation: Licensed	Assigned Lucy Loo	Reassign

The **Reassign Task** screen will open. Choose the worker who will take over the application review process from the options in the drop-down. You can change the priority and make a comment, if needed. Then select **Reassign**.

The screenshot shows the 'Reassign Task' form with the following fields and values:

- Task Description: Initial Application For Review - Licensing
Provider Number: 3800040983
Location Number: 001
Individual Name: Misty Rain
County: Dane County
ZipCode: 53590
Type of Regulation: Licensed
- Tracking#: 2828730000
- Task Created Date: 1/14/2025
- Due Date: 1/15/2025
- Task Assigned User Role: Licensing
- Status: Assigned
- Reassign From *: Lucy Loo
- Reassign To: Brandlin Schoono...
- Priority *: 1-High
- Comments: (empty text area)

Buttons: < Back, **Reassign**

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The task will now show up for the newly assigned worker under the **My Assignments** section in the Dashboard.

Reassign Tasks Using Location Tasks: Select “Location Tasks,” adjust the begin and end dates if needed, then select “Search”. If you choose “Include Cancelled” and/or “Include Processed,” the list will include dashboard tasks that have been cancelled or processed for that facility.

Select **Reassign** for the task that is being reassigned.

Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Due Date	Status		
Provider Portal	1/14/2025	1-High	County: Dane Role: Licensing	Initial Application For Review - Licensing Provider Number: 3800040983 Location Number: 001 Individual Name: Misty Rain County: Dane County ZipCode: 53590 Type of Regulation: Licensed Eoi Submitted For Review Provider Number: 3800040983	1/15/2025	Assigned	Reassign	
Provider Portal	1/14/2025	1-High	County: Dane Role: Pre-Licensing	Location Number: 001 Individual Name: Misty Rain County: Dane County ZipCode: 53590 Type of Regulation: Licensed	1/15/2025	Processed		

The **Reassign Task** screen will open. Choose the worker who will take over the application review process from the options in the drop-down. You can change the priority and make a comment, if needed. Then select **Reassign**.

Task Description: Initial Application For Review - Licensing
Provider Number: 3800040983
Location Number: 001
Individual Name: Misty Rain
County: Dane County
ZipCode: 53590
Type of Regulation: Licensed
Tracking#: 2828730000
Task Created Date: 1/14/2025
Due Date: 1/15/2025
Task Assigned User Role: Licensing
 Assign To Different Role

Status: Assigned

Reassign From * Brandlin Schoonover

Reassign To * Lucy Loo

Priority * 1-High

Comments: 0 of 500 characters.

< Back Reassign

The task will now show up for the newly assigned worker under the **My Assignments** section in the Dashboard.

Refer to the [Dashboard](#) user guide for more details on how to manage/process these tasks.

Information Submitted

After receiving a dashboard task notifying the agency that a new application has been submitted for review, the dashboard task is either processed directly from the inbox or it is assigned to a worker for processing. The dashboard task, for initial applications, links directly to the **Application Review** page. Regardless of whether the application was submitted with or without payment, the **Application Review** page must be uploaded.

Uploading the Application Review Page

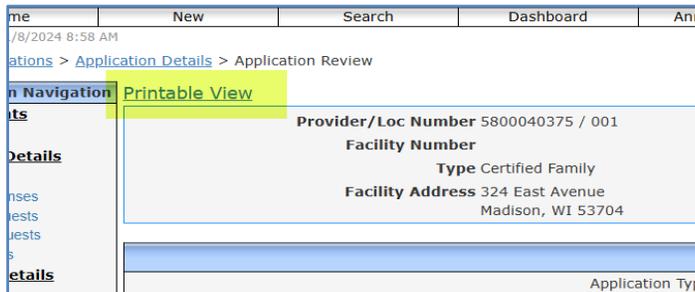
Follow these steps to save and upload the **Application Review** page.

Step 1: If using the dashboard task link, it opens directly to the **Application Review** page. Proceed to Step 2.

If not using the dashboard task link, navigate to the **Application Review** page by selecting the **Application Review** link on the left side navigation menu under the **Application Details** section.

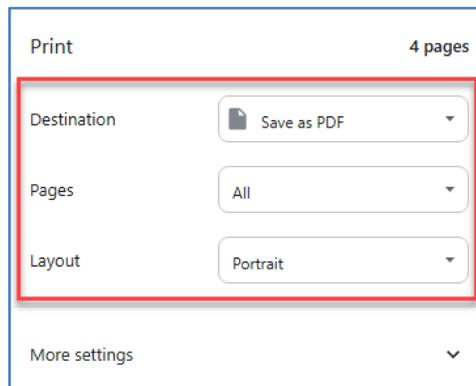
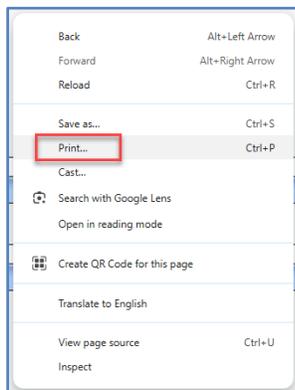


Step 2: Select the **Printable View** link at the top of the page.



Step 3: Once the page loads, right-click anywhere on the page and select **Print**. The print options page will pop up. Make sure you have the following options selected for each drop-down option:

- “Save as PDF” from **Destination**
- “All” from **Pages**
- “Portrait” from **Layout**



After all selections are made, select **Save** to save the document in a folder used to retrieve documents from, for uploading purposes. It is best practice to add some identifier text to the name of the document. This will be helpful when selecting the document for uploading.

Step 4: Select the browser back button to navigate back to WISCCRS. Then select the

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Documents link in the left navigation menu under the **Application Details** section.



Step 5:

Select **Application – Licensing** or **Application – Certification** as the Form/Document Type. Select **Adobe PDF Document** as the File Type. Enter the application received date and select the file from the folder it was saved to. A comment can be entered according to current procedures. Select **Add** to add the document.

Step 6:

Confirm the correct document has been uploaded by opening the document that was just added to this list.

Application Documents						
Upload Document						
Regulation Type	Document #	Document Type	Document Received Date	Comments	File Type	
Licensing	2000046271	Application - Licensing	01/15/25		Adobe PDF Document	 

[< Back To Application Details](#)

Note: This document upload is required to change the status of the application to **Application Under Review**. However, it is best practice to upload the document upon receiving the application submission to preserve the information exactly as it was submitted by the applicant. The applicant/provider will be able to view the most recent application upload in CCPP.

After the **Application Review** page has been uploaded the next step will be one of the following:

- Proceed with the tracking process for applications submitted without payment
- Proceed with the application review process for applications submitted:
 - with full payment due to the department
 - without payment, after full payment has been received
 - without payment, but payment is not required

***Be sure to follow your agency's procedures regarding what needs to be received and reviewed before a decision is made about an application. The guidance below is not intended to be an all-inclusive review of an application.**

The sections below will describe changes to the system and what new information is now being collected in WISCCRS through the application process. There are also new document types available and listed in the corresponding sections.

Applicant Details

Applicant - W9 Details – The **Business Type** can be selected by LGRP and CAMP applicants. LFAM and Certified Family applicants will not have the ability to choose the Business Type. Their selection will default to Individual/Sole Proprietor/Partnership.

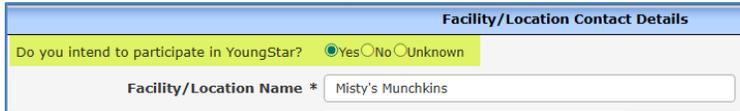
New Document Types:

- Bylaws - Licensing
- Partner/Member List – Licensing

Location Details

Location - Facility/Location Contact Details

Reminder: To trigger the FIS letter for the applicant, select “Yes” for “Do you intend to participate in YoungStar?”. This question was not added to the application since the intention is to have it default to “Yes” in WISCCRS. This will remain a manual selection until default automation is complete.

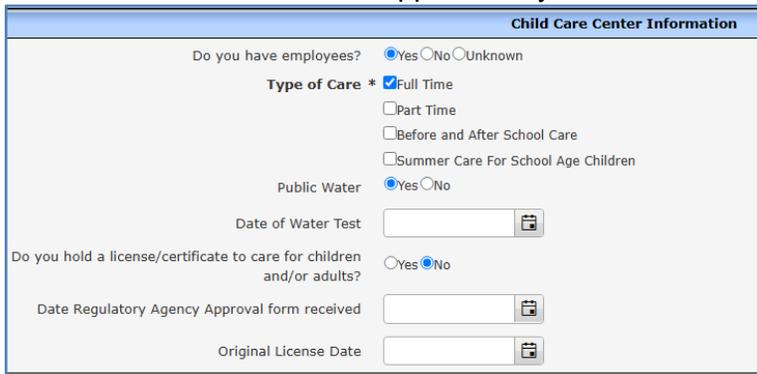


The screenshot shows a form titled "Facility/Location Contact Details". It contains a question "Do you intend to participate in YoungStar?" with radio buttons for "Yes", "No", and "Unknown". The "Yes" option is selected. Below this is a text input field for "Facility/Location Name *" with the value "Misty's Munchkins".

Location - Child Care Center Information

Type of Care needs to be selected since it’s still required in WISCCRS. This information is no longer relevant, so it was not added to the online application. Until the validation is removed, a manual selection needs to be made.

For Certification – “Do you hold a license/certificate to care for children and/or adults?” is required to grant regulation. This question is answered in the **Other Licenses** module. If the form was submitted with the application, you can also enter the date received here.



The screenshot shows a form titled "Child Care Center Information". It contains several fields: "Do you have employees?" with radio buttons for "Yes", "No", and "Unknown"; "Type of Care *" with radio buttons for "Full Time", "Part Time", "Before and After School Care", and "Summer Care For School Age Children"; "Public Water" with radio buttons for "Yes" and "No"; "Date of Water Test" with a date picker; "Do you hold a license/certificate to care for children and/or adults?" with radio buttons for "Yes" and "No"; "Date Regulatory Agency Approval form received" with a date picker; and "Original License Date" with a date picker.

New Additional Details – This module was added to collect answers to several questions that were not previously stored in WISCCRS.

- The Radon test date and test results can be documented
- A yes or no if pets are accessible to children
- Agreement to receive monitoring results via email. **If yes, send the monitoring results to the email address listed in the mailing/alternate address.**
- Other authorized person questions and information can be documented
- **Physical Plant and Environment (licensed group/camp only)**
 - **These questions help determine if a building inspection report is required**
- Care Location – documents whether care is provided in the provider’s or child’s home (certified only)

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Radon Test	
Radon Test Date	11/15/2024
Radon Test Result	1.50 (pCi/L)
Pets in Location	
Are pets allowed in areas of the center accessible to children during the hours of operation? * <input checked="" type="radio"/> Yes <input type="radio"/> No	
<small>If 'Yes' upload liability insurance (on Insurances page) and vaccination documents (on Pets page). If pets are on the premises but not accessible to children, select 'Yes'. Then you will need to upload vaccination documents (on Pets page).</small>	
Monitoring Results	
I agree to receive monitoring results via email. * <input checked="" type="radio"/> Yes <input type="radio"/> No	
Other Authorized Person	
Is there a person who is authorized to sign subsequent applications concerning this center on behalf of the applicant? * <input checked="" type="radio"/> Yes <input type="radio"/> No	
Authorized Signatory's Name	Larry Williams
Authorized Signatory's Title	Director
I, the owner or president of the governing board, grant authorization to the center management to sign agreements and submit official documentation concerning the center to the department on my behalf. <input checked="" type="radio"/> Yes <input type="radio"/> No	
Physical Plant and Environment	
Is this program located in a building currently in use as a school building? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
1) If yes, will this program serve only school-age children? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
2) Will this program serve school-age children in groups separate from children who are under age 5? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
Care Location	
Care will be provided in * Provider's Home	
Updated Information	
Updated Date	01/10/2025
Worker ID	12788
Worker Name	Cindy Certifier

Other Licenses – The applicant is required to answer this question. If the answer is “None,” on the paper application, nothing would be entered here. If the application is completed online, now the system will pull in “None” as the description.

Other Licenses			
New Other Licenses			
Program Description	Comments	Updated Date	
None		01/14/25	

Alternate Addresses – The applicant is required to select a mailing address (alternate address). Onscreen language explains to the applicant that this address is where all official notices will be sent.

New Email Address Field – The Alternate Address/Mailing Address module now includes an email address field. This is the email address that should be used when sending electronic communications to the applicant/provider.

New Document Types:

- Radon Testing - Certification
- Radon Mitigation - Certification
- Water Test - Beach – Licensing (for Camps)

Application Details

Application - Dates - Now Required

- **Date of Decision** – Required the first time the application status is changed. It is best practice to update the date each time the status is changed.
- **Date TA/Orientation Completed** – Required to change the EOI status to “Pre-Licensing/Orientation Complete” (for EOI application sequence only)
- **New Date Assigned to Specialist** – Required to change the application status to “Application Review Complete”

Application Review – Must be uploaded upon submission. Required document upload to change the status to “Application Under Review”. The applicant/provider will be able to view the most recent application upload in CCPP.

Hours of Operations – This information may be difficult for the applicant to enter. Be sure to review for accuracy and modify if needed.

Requested Ages Served – This information pulls in from CCPP as a request to be reviewed. It will not pull into the Category **Ages Served** module. Therefore the information will still need to be entered when the Category is created.

Categories

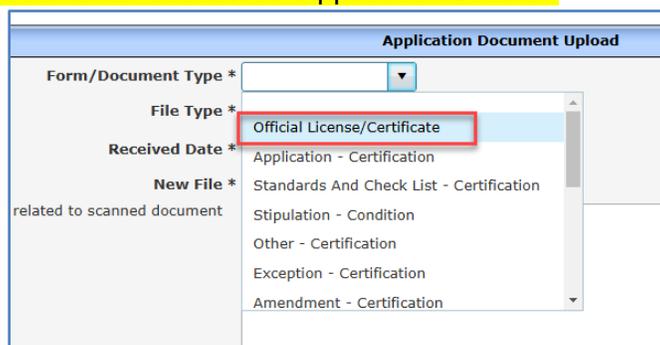
Ages Served – The approved ages served must be entered after the category is created even though the applicant entered their “Requested Ages Served” and the requested information was pulled into WISCCRS.

Refer to the [Creating New Providers](#) user guide for more guidance on processing applications and how to enter an initial application in WISCCRS when paper applications are received.

Uploading the Official License/Certificate

Once regulation is approved and the License/Certificate has been uploaded, the applicant will be able to view and print their Letter of Transmittal (LOT) and License/Certificate (certificate only for certified providers) from CCPP.

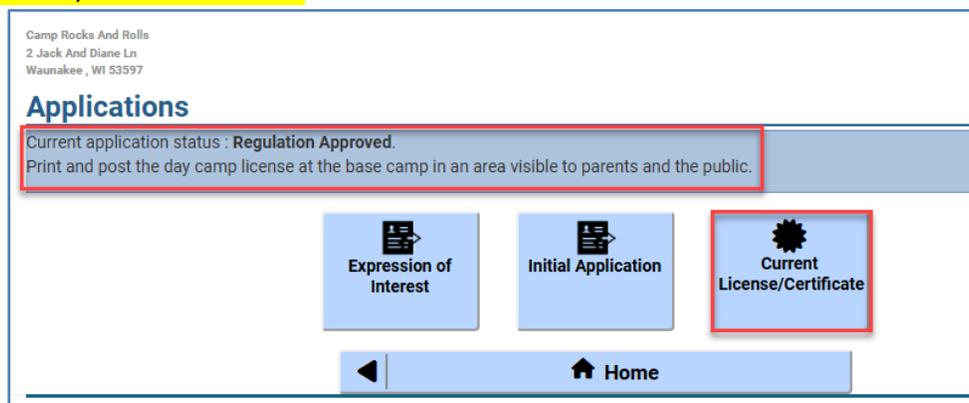
Upload the License/Certificate with LOT (if applicable) using the “Official License/Certificate” document type in the “Documents” section of “Application Details:”



The screenshot shows a web form titled "Application Document Upload". It has several fields: "Form/Document Type *" with a dropdown menu, "File Type *" with a dropdown menu, "Received Date *" with a date input field, and "New File *" with a text input field. The "File Type *" dropdown is open, showing a list of options: "Official License/Certificate" (highlighted with a red box), "Application - Certification", "Standards And Check List - Certification", "Stipulation - Condition", "Other - Certification", "Exception - Certification", and "Amendment - Certification".

Note: Certifiers will need to print, sign, scan, and then upload the certificate so the provider can print the signed document.

After the license/certificate is uploaded and the regulation is approved, the applicant will see the guidance to print and post their license/certificate and the **Current License/Certificate** button will populate in CCPP, as shown below.



The screenshot shows a web page for "Applications" for "Camp Rocks And Rolls". The address is "2 Jack And Diane Ln, Waunakee, WI 53597". The status is "Current application status : Regulation Approved." Below this, there is a message: "Print and post the day camp license at the base camp in an area visible to parents and the public." There are three buttons: "Expression of Interest", "Initial Application", and "Current License/Certificate" (highlighted with a red box). At the bottom, there is a "Home" button with a house icon.

Processing Continuation/Renewal Applications

Automated Batch Process

The automated batch process runs approximately 70 days before the license/certification expiration date. For licensed programs the batch runs on the 20th of each month. For certified programs the batch runs every Friday. If either of the batch runs fall on a holiday/weekend, the process will run the next business day.

The automated process will generate the licensing/certification fees for each facility (if applicable) and the **Begin Application** button in CCPP. The system also generates the letter explaining the continuation/renewal process overnight and mails it to the facility. A copy of the letter is available in CCPP under **Communications Documents** and in **Batch Documents** in WISCCRS.

WISCCRS also shows the letter sent date on the **Application Details History** page.

Provider/Loc Number 8800040998 / 001 Facility Number 1124246 Type Licensed Family Facility Address 5410 Flower Ter Milwaukee, WI 53206		Name Violet Rose Applicant/Loc Number 5800094357 / 001 Status Regulation Approved Facility Name Bubbles And Bouquets									
Application Details History											
Type	Status	Mode	Materials Received Date	Entered Date	Date Complete Application Received	Fit/Unfit Date	TA Completed Date	Assigned Specialist Date	Decision Date	Renewal Sent Date	Updated Date
Licensed Family	Regulation Approved	Continuation	03/31/25	05/20/25	03/31/25	03/31/25		05/20/25	03/31/25	04/21/25	05/20/25
Licensed Family	Regulation Approved	Continuation	03/31/25	05/20/25	03/31/25	03/31/25		05/20/25	03/31/25		05/20/25
Licensed Family	Application Review Complete	Continuation	03/31/25	05/20/25	03/31/25	03/31/25		05/20/25	03/31/25		05/20/25
Licensed Family	Application Under Review	Continuation	03/31/25	05/20/25							05/20/25

When the continuation/renewal application is available for the provider to begin, the **Apply Now** bubble will display over the **Begin Application** button on the **Regulatory Applications** page in CCPP.

How this looks in CCPP:

Regulatory Applications

Current application status : Regulation Approved.
 Print and post the child care license in a location where parents can see it during the hours of operation.
 Your license continuation date is 6/30/2025. Your continuation application will be available beginning 4/23/2025. All materials and fees are due by 5/31/2025.

Buttons: Current Application Details, Current License/Certificate, Begin Application (with Apply Now bubble)

Application Entered Date	Application Mode	Type of Regulated Care	Application Status
5/20/2025	Continuation	Licensed Family	Regulation Approved
2/3/2025	Initial	Licensed Family	Regulation Approved
2/2/2025	Expression Of Interest	Licensed Family	Pre-Licensing Complete

Home

Once the provider submits the continuation/renewal application, a dashboard task is generated in WISCCRS to notify the appropriate agency of the submission. The tasks are distributed to agencies depending on the type of regulation and which county/tribe the facility is located in.

Note: For renewal applications – The Certifier will need to reach out to collect continuing education documentation, and application fees (if applicable).

The status of a submitted application will be one of the following:

- Application Submitted
- Application Submitted Without Payment
 - Begin tracking process if payment is required to begin reviewing the application

The application review process can begin when:

- The application is submitted with full payment

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- The application is submitted without payment, but payment is not required
- The application is submitted without payment and the fees have been paid in full after submission

The application status is displayed in WISCCRS and CCPP, depending on the actions taken by the provider in CCPP and the worker as they make updates to the status in WISCCRS.

CCPP:

Regulatory Applications

Current application status: Application Submitted Without Payment

Print and post the child care license near the entrance or in some other conspicuous area of the center that is visible to the public.

Your license continuation date is 6/30/2025. Your continuation application will be available beginning 4/23/2025. All materials and fees are due by 5/31/2025.

Application Entered Date	Application Mode	Type of Regulated Care	Application Status
5/30/2025	Continuation	Licensed Group	Application Submitted Without Payment
1/10/2025	Initial	Licensed Group	Regulation Approved
1/9/2025	Expression Of Interest	Licensed Group	Pre-Licensing Complete

WISCCRS:

Location Details								
Giggles R Us 4000 Good Times Aly Milwaukee, WI 60112 Milwaukee County								
Licensed Applications For This Location 001								
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date
003	05/30/25	Application Submitted Without Payment	Continuation					
002	01/10/25	Regulation Approved	Initial	Licensed Group	Approved	02/20/25	06/30/25	
001	01/09/25	Pre-Licensing Complete	Expression Of Interest					

Reminder: Providers can request the paper version of the continuation/renewal application. Agencies should mail the paper application to those who request it. To generate the paper version of the continuation application for a licensed provider, follow the instructions in the [Correspondence Requests](#) user guide.

When paper continuations/renewal applications are received, refer to the [Processing License Continuation and Recertification Applications](#) user guide for how to enter the continuation/renewal application in WISCCRS.

Dashboard Tasks

Once the provider submits the application, a dashboard task is generated to notify the appropriate agency of the submission. The tasks are distributed to the agency depending on the type of regulation and which county/tribe the facility is located in.

Dashboard tasks can be processed directly from the **Task Inbox**, or they may be assigned to a worker by an agency lead with the appropriate access (DCF staff only). Once a dashboard task is assigned, it will populate in the **My Assignments** section of the dashboard for the assigned worker.

My Assignments

Source	Assigned Date	Priority	Task Description	Task Status
Provider Portal	02/09/2025	1-High	Initial Application For Review - Licensing Provider Number: 2600040981 Location Number: 001 Individual Name: Dawn Kato County: Dane County ZipCode: 53706 Type of Population: Licensed Tracking Number: 2600040980	Assigned Basissn
Provider Portal	02/04/2025	1-High	Initial Application For Review - Licensing Provider Number: 2600040773 Location Number: 001 Individual Name: Jordan Luce County: Dane County ZipCode: 53708 Type of Population: Licensed Tracking Number: 273730000	Assigned Basissn

My Assignments: 1 to 2 of 2 records found

Task Inbox

Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Task Status
Provider Portal	02/08/2025	4-Medium	County: Milwaukee Role: Licensing	Release To Web/Review Initial - Licensing Provider Number: 8600000126 Location Number: 001 Individual Name: Paul Dress County: Milwaukee County ZipCode: 53206 Type of Population: Licensed	Pending Asign
Provider Portal	02/06/2025	High	County: Milwaukee Role: Licensing	Licensed Temporary Closure Facility Name: Labland Group Centre-116 Individual Name: Laura Lake	Pending Asign

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The worker assigned to process the dashboard task will have a direct link to the application in WISCCRS. However, anyone will be able to search for that application, perform the application review, make updates/changes to the information submitted, and change the application status.

Note: The dashboard task assignments are separate from facility assignments. Also, changing the status of the dashboard task will not change the application status. These status changes are not connected in any way and can be done by two different people.

Reassigning Dashboard Tasks (DCF Staff Only): The Agency Lead responsible for assigning dashboard tasks can reassign a task to another worker if someone else will be doing the application review due to an absence or workload change. The Lead can either perform an **Advanced Inbox Search** to look up the task or they can access the task directly through the facility file in WISCCRS.

Reassigning Tasks Using Advanced Inbox Search: The fields selected will look something like the screenshot below. Select; “Assigned,” “Continuation Application For Review,” and adjust the Task Created Date to include the date the task was created (application submitted), then select **Search**.

Advanced Inbox Search

Task/Message * Task

Source * Wisccrs - Licensing

Admin Unit County

County Green

Assigned User Role Licensing

Status Assigned

Type Continuation Application For Review

Task Created Date * 4/1/2025 To 6/9/2025

Due Date To

Tracking Number Enter 10 Digit ID

Task Related To

If searching for the Certified task, the type is “Renewal Application For Review.”

Refer to the [Dashboard](#) user guide for more details on how to do an advanced search.

Select **Reassign** for the task that is being reassigned.

Tasks/Messages

Role/Admin Unit Assign To Assign >

Tasks 1 to 1 of 1 records found

<input type="checkbox"/> Check All	Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Status	
	Provider Portal	5/19/2025	1-High	County: Dane Role: Licensing	Continuation Application For Review Provider Number: 9800041019 Location Number: 001 Individual Name: Jane February County: Dane County ZipCode: 53703 Type of Regulation: Licensed	Assigned Peter Newhall	Reassign  

Choose the worker who will take over the review process from the options in the drop-down. You can change the priority and make a comment, if needed. Then select **Reassign**.

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Reassign Task

Task Description: Continuation Application For Review
 Provider Number: 9800041019
 Location Number: 001
 Individual Name: Jane February
 County: Dane County
 ZipCode: 53703
 Type of Regulation: Licensed

Tracking# 2611830000
 Task Created Date 5/19/2025
 Due Date 5/20/2025
 Task Assigned User Role Licensing
 Assign To Different Role

Status Assigned
 Reassign From * Peter Newhall
 Reassign To * Aparna Subramani...
 Priority * 1-High
 Comments
 0 of 500 characters.

< Back Reassign

The task will now show up for the newly assigned worker under the **My Assignments** section in the Dashboard.

Reassign Tasks Using Location Tasks: Select “Location Tasks,” adjust the begin and end dates if needed, then select **Search**. If you choose “Include Cancelled” and/or “Include Processed,” the list will include dashboard tasks that have been cancelled or processed for that facility.

Select **Reassign** for the task that is being reassigned.

Search

Begin Date: 3/9/2025 End Date: 6/9/2025 Include Cancelled Include Processed

Total No. of Rows Retrieved: 3

Search

Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Due Date	Status		
Provider Portal	5/19/2025	1-High	County: Dane Role: Licensing	Continuation Application For Review Provider Number: 9800041019 Location Number: 001 Individual Name: Jane February County: Dane County ZipCode: 53703 Type of Regulation: Licensed	5/20/2025	Assigned	Reassign	🔍
Provider Portal	3/21/2025	1-High	County: Dane Role: Licensing	Initial Application For Review - Licensing Provider Number: 9800041019 Location Number: 001 Individual Name: Jane February County: Dane County ZipCode: 53703 Type of Regulation: Licensed	3/22/2025	Processed	🔍	🔍
Provider Portal	3/20/2025	1-High	County: Dane Role: Pre-Licensing	Eoi Submitted For Review Provider Number: 9800041019 Location Number: 001 Individual Name: Jane February County: Dane County	3/21/2025	Processed	🔍	🔍

Choose the worker who will take over the review process from the options in the drop-down. You can change the priority and make a comment, if needed. Then select **Reassign**.

Reassign Task

Task Description: Continuation Application For Review
 Provider Number: 9800041019
 Location Number: 001
 Individual Name: Jane February
 County: Dane County
 ZipCode: 53703
 Type of Regulation: Licensed

Tracking# 2611830000
 Task Created Date 5/19/2025
 Due Date 5/20/2025
 Task Assigned User Role Licensing
 Assign To Different Role

Status Assigned
 Reassign From * Peter Newhall
 Reassign To * Aparna Subramani...
 Priority * 1-High
 Comments
 0 of 500 characters.

< Back Reassign

The task now shows up for the newly assigned worker under the **My Assignments** section in the Dashboard.

Refer to the [Dashboard](#) user guide for more details on how to manage/process these tasks.

Information Submitted

The dashboard task for each continuation/renewal application links directly to the **Application Review** page. Regardless of whether the application was submitted with or without payment, the **Application Review** page must be uploaded.

Continuation/Renewal Application Review Page

Refer to the [Uploading the Application Review Page](#) section of this user guide for the step-by-step guidance on how to upload the continuation/renewal application review.

After the **Application Review** page has been uploaded the next step will be one of the following:

- Proceed with the tracking process for applications submitted without payment
- Proceed with the application review process for applications submitted:
 - with full payment due to the department
 - without payment, after full payment has been received
 - without payment, but payment is not required

Note: The **Application Review** page will **bold** the information and documents that have been modified/added/updated during the continuation/renewal application process.

Applicant Details	
Applicant Name	Holly Mellencamp
Tax ID Number Type	FEIN
Tax ID Number	42-5895665
Date Of Birth	2/2/2002
Address	9 Some Rd Waukeee, WI 53597
Is A Translator Needed ?	No
Translator Language	
Additional ID Number Type	SSN
Additional ID Number	636-39-7117
Business Name	Camp Rocks And Rolls
Email	Test@Gmail.Com
Business Details	
Business Type	Corporation
Corporation / Individual	Corporation/Non Profit/Government
Facility/Location Contact Details	
Location County	Dane County
Address	2 Jack And Diane Ln Waukeee, WI 53597
Facility/Location Name	Camp Rocks And Rolls
Contact Name	Holly Mellencamp
E-Mail	Vacation_Time@Gmail.Com
Primary	6084226238
Secondary	6083534654
Pager	

Radon Test	
Radon Test Date	05/06/2025
Radon Test Result	2.03(pCi/L)
Pets in Location	
Are there pets in the location during the hours of operation?	Yes
Monitoring Results	
Are monitoring results via email.	Yes
Other Authorized Person	
Are there subsequent applications on behalf of the applicant?	Yes
Authorized Signatory's Name	Laura Little
Authorized Signatory's Title	Administrator
Do you have written authorization to the applicant authorization to the department on my behalf.	Yes
Physical Plant and Environment	
Is the location used as a school building?	No
Are there any school-age children?	

Location Documents		
Reg Type	Document Type	Uploaded Date
License	Policies - Licensing	01/13/25
License	Policy And Procedures Checklist - Licensing	01/13/25
License	Building Inspection - Licensing	01/13/25
License	Indoor/Outdoor Diagrams - Licensing	03/04/25
License	Policy And Procedures Checklist - Licensing	06/10/25
License	Policies - Licensing	06/10/25

***Be sure to follow your agency's procedures regarding what needs to be received and reviewed before a decision is made about an application. This guidance is not intended to be an all-inclusive review of an application.**

Applicant Details

The provider will be able to upload new/updated business documents, which is brought into the **Applicant Details Documents** page.

They can only modify the licensee/operator address, phone number, email, and translator details. They cannot change anything else in this section during the continuation/renewal process.

Location Details

The provider will be able to upload new/updated documents, which are brought into the **Location Details Documents** page. There is no limit on how many of the same type of document they can upload. Be sure to review the new documents and make necessary adjustments.

Location Contact Details

The provider can only modify the full name, email, and phone numbers for the person who is in charge daily at the center. This information is brought into the **Facility/Location Contact Details** page. They cannot change anything else in this section during the continuation/renewal process.

Additional Details

The questions and fields in this module can be updated by the provider during the continuation/renewal process. If the required questions have not been answered previously, the provider must answer them before submitting the application.

- The Radon test date and test results can be documented/updated
- Answer whether pets are on the premises/accessible to children
- Agreement to receive monitoring results via email
 - If yes, send the monitoring results to the email address listed in the mailing/alternate address
- Other authorized person questions and information can be documented
- Physical Plant and Environment (*licensed group/camp only*). These are required. If answers are brought into CCPP, the provider cannot change them during the continuation/renewal process. They will need to contact their specialist.
 - These questions help determine if a building inspection report is required
- Care Location – documents whether care is provided in the provider’s or child’s home (*certified only*). This is required. If an answer is brought into CCPP, the provider cannot change the answer during the continuation/renewal process. They will need to contact their specialist.

Radon Test	
Radon Test Date	11/15/2024
Radon Test Result	1.50 (pCi/L)
Pets in Location	
Are pets allowed in areas of the center accessible to children during the hours of operation? * <input checked="" type="radio"/> Yes <input type="radio"/> No	
<small>If 'Yes' upload liability insurance (on Insurances page) and vaccination documents (on Pets page). If pets are on the premises but not accessible to children, select 'Yes'. Then you will only need to upload vaccination documents (on Pets page).</small>	
Monitoring Results	
I agree to receive monitoring results via email. * <input checked="" type="radio"/> Yes <input type="radio"/> No	
Other Authorized Person	
Is there a person who is authorized to sign subsequent applications concerning this center on behalf of the applicant? * <input checked="" type="radio"/> Yes <input type="radio"/> No	
Authorized Signatory's Name	Larry Williams
Authorized Signatory's Title	Director
<small>I, the owner or president of the governing board, grant authorization to the center management to sign agreements and submit official documentation concerning the center to the department on my behalf.</small>	
Physical Plant and Environment	
Is this program located in a building currently in use as a school building? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
1) If yes, will this program serve only school-age children? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
2) Will this program serve school-age children in groups separate from children who are under age 5? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
Care Location	
Care will be provided in *	Provider's Home
Updated Information	
Updated Date	01/10/2025
Worker ID	12788
Worker Name	Cindy Certifier

Other Licenses – The provider is required to answer this question if there isn't an answer selected. If an answer is brought into CCP, the provider cannot change the answer during the continuation/renewal process. They will need to contact their specialist.

Other Licenses			
New Other Licenses			
Program Description	Comments	Updated Date	
None		01/14/25	

Pets – The provider can add new pets and documentation. They cannot delete any pets brought over from WISCCRS, but they can add a comment and upload new documentation for each pet.

Transportation/Vehicles – The provider cannot add or modify any of the transportation/vehicle details during the continuation/renewal process. They will need to contact their specialist.

Insurances – The provider can add new insurance types and upload new/updated insurance documents for each type listed.

Alternate Addresses – The applicant is required to select a mailing address (alternate address). Onscreen language explains to the applicant that this address is where all official notices will be sent. They can modify the mailing address that is brought over from WISCCRS. If a new one is selected or modified, the previous address will have an end date. The new mailing address should be used even if the application has not been submitted.

Email Address Field – The Alternate Address/Mailing Address module includes an email address field. This is the email address that should be used when a worker sends electronic communications to the applicant/provider. The provider is required to include the email address in their mailing address prior to submitting the application.

Application Details

Application Review – Must be uploaded upon submission. Required document upload to change the status to "Application Under Review." The applicant/provider will be able to view the most recent application upload in CCP.

Hours of Operations – This information may be difficult for the applicant to enter. Be sure to review for accuracy and modify if needed.

Requested Ages Served – This information pulls in from CCP as a request to be reviewed. It will not pull into the Category **Ages Served** module. Therefore, the information will need to be entered when the Category is created.

Categories

Ages Served – The approved ages served must be entered after the category is created. The provider can modify this information in CCP, but they need approval before they can begin caring for children within the new age range.

Conditions – If there is a condition entered for the current application, the provider will see specific language in the **Document Upload Information:** section of the **Location Details** page of the application. The language guides them to follow the instructions for whichever condition applies to their current application/location. This language ONLY shows up for providers who have a condition on their license/certificate.

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Conditions:

Exception - If you currently have an exception and need to extend it, [complete the form](#) and upload it below. Your licensor will review the request.

Exemption - If you have an exemption for outdoor play space, continue to follow current alternate arrangements.

Stipulation - If you have a stipulation in place, continue to follow your agreement.

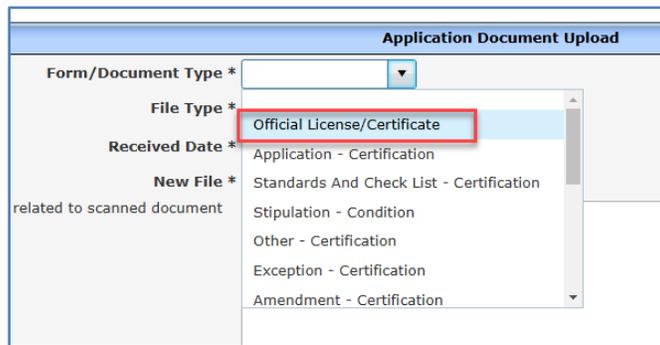
A stipulation is a legal contractual agreement between the Department of Children and Families and a licensee of a group or family child care center or day camp that sets forth specific and unique terms and conditions for granting or continuing licensure.

Refer to the [Creating New Providers](#) user guide for more details on how to enter the new category and grant regulation.

Uploading the Official License/Certificate

Once regulation is approved and the License/Certificate has been uploaded, the provider will be able to view and print their Letter of Transmittal (LOT) and License/Certificate (certificate only for certified providers) from CCPP.

Upload the License/Certificate with LOT (if applicable) using the “Official License/Certificate” document type in the **Documents** section of **Application Details**:



The screenshot shows a web form titled "Application Document Upload". It has several fields: "Form/Document Type *" with a dropdown arrow, "File Type *" with a dropdown menu open, "Received Date *" with a date input field, and "New File *" with a text input field and a note "related to scanned document". The "File Type" dropdown menu is open, showing a list of options: "Official License/Certificate" (highlighted with a red box), "Application - Certification", "Standards And Check List - Certification", "Stipulation - Condition", "Other - Certification", "Exception - Certification", and "Amendment - Certification".

Note: Certifiers will need to print, sign, scan, and then upload the certificate so the provider can print the signed document.

After the license/certificate is uploaded and the regulation is approved, the applicant will see the guidance to print and post their license/certificate and the **Current License/Certificate** button will populate in CCPP, as shown below.

Refer to the [Continuations/Recertifications](#) user guide for more guidance on processing these applications and how to enter a continuation/renewal application in WISCCRS when paper applications are received.

The [Creating New Provider](#) user guide is another great resource for processing applications and explaining each screen in WISCCRS.

Application Statuses

The application statuses are an important part of the regulation process. Updating them timely and accurately is essential. Checking the status allows a worker to see what stage the application is, at any point in time. Certain statuses trigger events and/or prevent a worker from moving forward. Applicants/providers will be able to see the same statuses in CCPP so they can track the progress of their application as well.

Note: The **Date of Decision** must be entered when changing the status for the first time.

Application Statuses with Descriptions

Status	Description
Application in Progress (New)	This status is generated and displayed after the applicant/provider begins entering/saving/reviewing information in the application.
Application Withdrawn - Pre-Submission (New)	This status is generated and displayed after the applicant/provider selects the Withdraw Request prior to submitting the application.
Application Submitted (New)	This status is generated and displayed after the applicant/provider has submitted the application and paid fees through the epayment system. This will trigger a dashboard task for the appropriate agency depending on what type of regulation was chosen and which county/tribe was selected for the facility location.
Application Submitted Without Payment (New) *Begin tracking procedure if fees are due	This status is generated and displayed after the applicant/provider has submitted the application and selected "I agree to pay by check or money order...". Application review should not begin until payment has been received, if fees are due. This will trigger a dashboard task for the appropriate agency depending on what type of regulation was chosen and which county/tribe was selected for the facility location.
Application Under Review (New) Application Pending (Previous)	This status is displayed when the Licensing/Certification agency staff have started review of the application and related items submitted. Status needs to be manually updated by the worker. *Able to assign specialist (new - date required) *Background checks are triggered, and fingerprint letters are generated for the individuals entered by the applicant.
Application Review Complete (New) Application Approved (Previous)	This status is displayed after the application has been approved, but license/certificate has not yet been issued. Status needs to be manually updated by the worker.
Regulation Approved (New) Category Approved (Previous)	This status is displayed after the License/Certificate has been issued. Status needs to be manually updated by the worker.

Status	Description
<p>Application Withdraw Requested (New)</p>	<p>This status is generated and displayed when the applicant/provider has requested to withdraw their application after submission by selecting the “Withdraw Request” through CCPP. This will trigger a dashboard task for the appropriate agency depending on what type of regulation was chosen and which county/tribe was selected for the facility location.</p> <p>This provides an opportunity to assist the applicant/provider with any concerns they have about the regulation process and/or gather information about why they are requesting to withdraw.</p> <p>If confirmed, the agency will change the status to Application Withdrawn. If the applicant/provider decides to continue with regulation, the status needs to be changed whichever status is most appropriate, depending on the conversation with the applicant/provider.</p>
<p>Application Withdrawn</p>	<p>This status is displayed if the applicant/provider decides to withdraw after the agency provides assistance.</p> <p>Status needs to be manually updated by the worker.</p>
<p>Incomplete Submission (New) Incomplete (Previous)</p>	<p>This status is displayed if the applicant/provider has not responded to inquiries to provide correct/complete application information within the 6-month time frame. This time frame may vary with certified family applications.</p> <p>Status needs to be manually updated by the worker.</p>
<p>Incomplete - Did Not Submit (New)</p>	<p>This status is displayed if the applicant/provider has not submitted the online application within the 6-month time frame. This time frame may vary with certified family applications.</p> <p>Status needs to be manually updated by the worker.</p>
<p>Denied - See Notice (CCPP Only) Denial Options in WISCCRS: Denied – DCF Administrative Rule Denied – DCF13 – Bar with Rehab Denied – DCF13 – Other Denied – 5-year bar Denied - DCF 202 Denied - DHS 13 – Subst Related Denied – Permanent Bar Denied – Permanent Bar/Provider</p>	<p>This status is displayed, in CCPP, if the applicant/provider does not meet requirements to proceed with the regulation process. The Denial Notice must be uploaded prior to changing the application status to any of the Denial options. Then the notice will be available to the applicant in the Provider Portal.</p> <p>Status needs to be manually updated by the worker.</p>
<p>Non-Renewal (Certification)</p>	<p>Provider has not renewed their certification.</p>
<p>Not Eligible</p>	<p>Previous denial and/or applying before the pre-determined time frame.</p> <p>Status needs to be manually updated by the worker.</p>

Where to Go for Help

If you have questions about the WISCCRS or other child care systems, visit the [Systems Contact Information webpage](#) to find the right contact to answer your questions.