



# Child Care Provider Portal (CCPP) User Guide

## Online Licensing/Certification Applications

June 2024

Division of Early Care and Education

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## Background

Effective June 1, 2024, the Child Care Provider Portal (CCPP) has a new feature called the **Expression of Interest (EOI)**. The EOI is one of the first steps towards becoming a regulated child care provider. You will be connected with an agency worker to help prepare you for the Pre-Licensing process, Certification Orientation, or towards getting approval as a Licensed Day Camp operator. Agency workers can support and assist potential new providers through the entire regulation process.

This guide explains how to enter and submit various online licensing/certification applications, beginning with the Expression of Interest (EOI).

In the second phase of this project (December 2024), the initial application for certified and licensed child care programs will be automated and available online using CCPP. This user guide will be updated as each new feature is available.

**If you are a first-time user and have not set up an account**, please reference the [Security Module](#) user guide for the instructions on how to create a DWD/WIEXT account.

## Expression of Interest Entry

### Login

Using your DWD/WIEXT account username and password, log in to the [Child Care Provider Portal](#) (CCPP) using either of the following two paths:

1. Log in through CCPP and select **Expression of Interest** on the **New User Setup** screen.

Child Care Provider Portal

### Login

User ID

Password

[...Show Options](#)

**Login**

Request access, reset password, and update your user profile in [Account Management](#).  
For additional information, visit the [DCF Portal Info](#) webpage.

Get started on becoming a regulated child care provider or request more information by clicking the Expression of Interest button.

**Expression of Interest** ▶

Child Care Provider Portal  
Welcome, Tori

### New User Setup

After receiving the PIN from the director/administrator, you will need the following information to gain access to this facility: Once you have this info, select the button below. 10-digit Provider Number commonly found in most direct communications from DCF. 3-digit Location Number found in most direct communications from DCF. Need PIN for activation issued by the location Owner or Administrator. Once you have this info, select the button below.

**Additional Users for a Facility** ▶

To gain access as an owner/director, you need the following information: 10-digit Provider Number commonly found in most direct communications from DCF. 3-digit Location Number found in most direct communications from DCF. Tax ID Number provided at the time of submitting an application. (i.e. SSN or FEIN)  
Once you have all the information, select the button below.

**Get Owner/Director Access** ▶

Get started on becoming a regulated child care provider or request more information by clicking the Expression of Interest button.

**Expression of Interest** ▶

2. Select **Expression of Interest (EOI)** from the CCPP login page and then log in through the EOI login page.

## Selecting Regulation Type

After entering your login information, a new page will open explaining the difference between Licensed and Certified Child Care. It also describes the three categories of Licensed Child Care.

During the process of choosing the regulation type for your business, you can learn more about starting a Licensed or Certified Child Care Program using the links provided on the page.

Child Care Provider Portal  
Welcome, Cindy

Logout

### Expression Of Interest

#### Licensed vs. Certified Child Care

In Wisconsin, caregivers have two options for regulated child care—licensed or certified. Certified providers can provide care for up to three children under the age of 7 who are not related to the provider. Licensed providers can care for four or more unrelated children under the age of 7. Both regulated care options have unique benefits; the key is deciding what type fits your circumstances and type of facility.

Discover what makes each type of regulated care unique.

#### Licensed Child Care

Under Wisconsin law, no person may provide care and supervision for four (4) or more children under the age of 7 for less than 24 hours a day unless that person obtains a license to operate a child care center from the Department of Children and Families (the department).

There are 3 categories of licensed child care:

##### Family Child Care

A child care program that provides care and supervision for less than 24 hours a day for at least 4 and not more than 8 children who are not related to the provider. For more information visit the [Starting a Licensed Child Care Page](#)

##### Group Child Care

A child care program that provides care and supervision for less than 24 hours a day for 9 or more children who are not related to the provider. For more information visit the [Starting a Licensed Child Care Page](#)

##### Day Camps for Children

A child care program that provides care and supervision to 4 or more children 3 years of age and older in a seasonal program oriented to the out-of-doors for less than 24 hours a day. For more information visit the [Starting a Licensed Child Care Page](#)

#### Certified Child Care

Certification is a voluntary form of child care regulation and must take place in a residential setting. Certified providers may care for up to 3 children under age 7 who are unrelated to the provider. The department contracts certification functions to local counties and tribes. The department administers certification in Milwaukee County.

##### Certified Family

A child care program that provides care and supervision to children under age 7 unrelated to the provider, or who are not otherwise required to be licensed as a child care center. For more information visit the [Child Care Certification Page](#)

Type of Regulated Care \*

Next

Select the type of regulated care you are interested in from the drop-down menu and select **Next**.

tion in Milwaukee County.

vides care and supervision to c  
nter. For more information visi

Type of Regulated Care \*

- Certified Family
- Licensed Camp
- Licensed Family
- Licensed Group

Certified Family

Next

After selecting the regulation type, the **Expression of Interest Applicant** page displays.

## Entering Applicant Details

Enter requested details on the **Expression of Interest Applicant** page. All fields marked with an asterisk (\*) are required before the system allows you to continue. If a required field is left blank, an error message pops up stating it needs to be resolved to proceed to the next page. Selecting an **information icon (i)** provides more details on what to enter for that field.

It's okay if you do not have a Business Name, or an FEIN at this time. You can leave those fields blank and provide that information later if you choose. **Note that an FEIN is required for group child care programs.** However, you do not need to enter that information in order to submit the EOI.

When answering the translator question, select **Yes** if you need translation assistance. This will be documented in your file. It provides guidance to the worker who will be contacting you. If no language assistance is needed, select **No**.

After completing the information on this page and after selecting **Next**, the applicant's home address is verified against the US postal service's database. If there are possible errors, the message below shows, asking you to select from a list of actions. Be sure to review what was entered and make the selection accordingly.

## Entering Facility Details

Enter information for the proposed facility on this page. If you do not have an address yet, you must enter at least the County or Tribe where the facility will be located.

**Proposed Facility Address**

County/Tribe \*

Street Number

Unit

Direction

Street/Rural Rt/Box#

Suffix

Quadrant

Apt#

Address Line 2

City

State

Zip Code

Save

After entering information on this page, select **Save**. This action takes you to the **Expression of Interest Application Summary** page.

## Expression of Interest Application Summary

Before submitting your application, carefully review the information entered for each section. If you need to modify any of the information, select the corresponding modify button for that section.

**Expression Of Interest Application Summary**

**Application Details**

Type of Regulated Care: Licensed Camp  
Application Mode: Expression Of Interest  
Application Entered Date: 05/19/24  
Application Status: Expression of Interest Pending  
Comments

Modify Application Details

**Business/Applicant Details**

Business Name: Happy Camper Inc  
FEIN: XX-XX9559  
First Name: Benny  
Middle Initial:  
Last Name: Jets  
Date of Birth: 3/20/1982  
Social Security Number (SSN): XXX-XX-4848  
Primary Phone: (508)422-6238  
Email:  
Is A Translator Needed?: No  
Translator Language:  
Address: 45 Sunshine And Smiles Ln  
Madison, WI 53704

Modify Applicant Details

**Location Details**

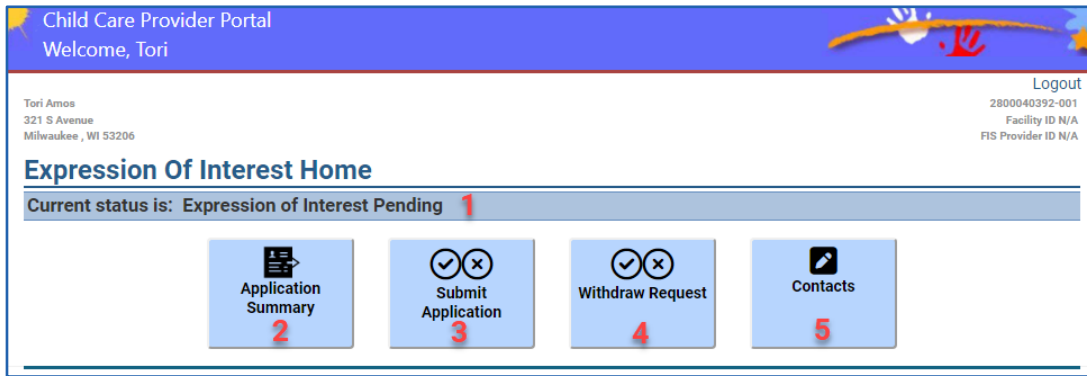
Location County/Tribe: Dane County  
Address: 400 Happy Camper Dr  
Madison, WI 53704

Modify Location Details

Once everything has been reviewed and is accurate, select on the **Expression of Interest Home** button.

From this page you can:

- Check the status of your application
- View the Application Summary page
- Submit the application
- Request to withdraw the application
- View the Contacts page



## Modifying Information

From the **Application Summary** page, select the **Modify Details** button for the section you want to modify. The **Modify Details** page for that section will open for you to make changes to the information.

**Modify Applicant Details**

Applicant Details	
First Name *	<input type="text" value="Benny"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Jets"/>
Suffix	<input type="text"/>
Business Name	<input type="text" value="Happy Camper Inc"/> ⓘ
Confirm Name Change	<input type="radio"/> Yes <input type="radio"/> No
Date of Birth *	<input type="text" value="3/20/1982"/> ⓘ
Social Security Number (SSN)	XXX-XX-4848 ⓘ
FEIN	XX-XXX9559 ⓘ
Applicant Home Address	
Street Number	<input type="text" value="45"/>
Unit	<input type="text"/>
Direction	<input type="text"/>
Street/Rural Rt/Box# *	<input type="text" value="Sunshine And Smiles"/>

The only fields you cannot change on the **Applicant Details** page are the SSN and the FEIN. If changes need to be made to these fields, please reach out to your agency contact linked from the **Contacts** page.

Translator Language

**Save**

**Application Summary**

When changes are made, select **Save** at the bottom of the modify screen. If no changes are made, select **Application Summary** to return to the summary page to continue your review. After you have completed your review, select the **Expression of Interest Home** button at the bottom of the summary page.

## Submitting the Expression of Interest

When your application is complete, select the **Submit Application** button from the home screen. This action takes you to the Expression of Interest Submission page. On this page, you must attest that the information you provided is true and that you completed the form yourself. Select the checkbox, then select **Submit**.



Child Care Provider Portal  
Welcome, Tori

Tori Amos  
321 S Avenue  
Milwaukee, WI 53206

Logout  
2800040392-001  
Facility ID N/A  
FIS Provider ID N/A

### Expression Of Interest Submission

#### Expression Of Interest Application Details

Type of Regulated Care	Certified Family
Application Mode	Expression Of Interest
Application Entered Date	05/23/24
Application Status	Expression of Interest Pending
Comments	

#### Terms and Conditions

I attest that the information entered is true to the best of my knowledge, and I am completing this form for myself.

**Submit**

[← Expression Of Interest Home](#)

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[Careers](#)
[Request Records](#)
[Contact Us](#)
[Wisconsin.gov](#)
[Press](#)

Upon submission, the application is sent to the appropriate agency, depending on the type of regulation chosen. A representative will reach out, after reviewing the submitted information, to inform you of the next steps. Please allow **at least three business days** for them to contact you.

**Note:** Changes cannot be made after submitting your application. You will need to work with the agency worker to make any changes.

If you have immediate questions, use the listing linked from the **Contacts** page.

### Contacts

#### Contact Information

After your Expression of Interest has been submitted, you will be contacted by a representative to explain your next steps. Please allow at least 3 business days for them to reach out to you.

If you have immediate questions, please contact the [Pre-Licensing Office](#) in your area.  
For more information on becoming Licensed, [visit our web page](#).

[← Expression Of Interest Home](#)

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## Requesting to Withdraw

You have the option of withdrawing your EOI. This can be done before or after submitting the EOI application.

**Withdrawing before submitting the EOI**, your application status changes to **Expression of Interest Withdrawn**.

**Please note:** Reaching out to an agency representative *before* withdrawing is highly recommended. They can assist you with issues or questions you might have so you are able to proceed with the regulation process.

**Withdrawing after submitting the EOI**, your application status changes to **Expression of Interest Withdraw Requested**. An agency representative will reach out to you and assist with any questions or concerns you have. The intent is to help overcome obstacles and keep you moving forward with the regulation process.

When you select **Withdraw Request**, the **Expression of Interest Withdraw** page opens. You must check the box next to **Confirm Withdraw**, then select **Withdraw Request** button.

### Expression Of Interest Withdraw

Expression Of Interest Application Details

Application Type	Licensed Camp
Application Mode	Expression Of Interest
Application Entered Date	04/30/24
Application Status	Expression of Interest Pending
Comments	

Confirm Withdraw  

Withdraw Request

◀ | 👤 Expression Of Interest Home

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## Checking the Status of an Expression of Interest

The **Expression of Interest Home** page displays the status of your EOI application. The status changes as various actions are taken throughout the process.

For example: Once you have submitted the EOI, the status will display as **Expression of Interest Submitted**.

Tori Amos  
321 S Avenue  
Milwaukee, WI 53206

### Expression Of Interest Home

Current status is: Expression of Interest Submitted

Application  
Summary

Submit  
Application

Withdraw Request

Contacts

Here is a list of the possible EOI statuses and a description for each:

Status	Description
<b>Expression of Interest Pending</b>	This status is displayed after the applicant enters and saves at least the first page of information in the EOI.
<b>Expression of Interest Withdrawn (Pre-submission)</b>	This status is displayed after the applicant selects the Withdraw Request prior to submitting the EOI.
<b>Expression of Interest Submitted</b>	This status is displayed after the applicant submits the EOI for review. No changes can be made after submitting the EOI.
<b>Expression of Interest Withdraw Requested</b>	This status is displayed after the applicant has requested to withdraw their EOI after submission.
<b>Expression of Interest Withdrawn</b>	This status is displayed if the applicant decides to withdraw after the agency provides assistance.
<b>Expression of Interest Closed – Provider Already Exists</b>	This status is displayed if the applicant is a current provider or if the applicant has regulation history in the DCF child care database. An

Status	Description
	agency representative will reach out to provide guidance for the applicant, depending on the next steps.
<b>Pre-licensing Initiated</b>	This status is displayed when the pre-licensing agency has initiated contact with the applicant and proceeds with the pre-licensing process.
<b>Pre-licensing Discontinued/Lost Contact</b>	This status is displayed when the pre-licensing agency has lost contact with the applicant therefore not completing the pre-licensing process.
<b>Pre-Licensing Complete</b>	This status is displayed when the applicant has completed the pre-licensing process and has moved on to the next step in the application process (initial application).
<b>Orientation Initiated</b>	This status is displayed for certification applicants when the county/tribe has initiated contact with the applicant and proceeds with the orientation.
<b>Orientation Discontinued/Lost Contact</b>	This status is displayed when the county/tribe has lost contact with the applicant therefore not completing the orientation process.
<b>Orientation Complete</b>	This status is displayed when the applicant has completed the certification orientation process and has moved on to completing the initial application.
<b>Expression of Interest for Day Camp Complete</b>	This status is displayed when the Regional Office confirms an EOI submission for a day camp license and has provided guidance on completing the initial application.


Once you have successfully completed pre-licensing for licensed family or group programs, orientation for certified family programs, or you are applying to become a licensed day camp, you will be able to fill out the initial application. Details on how to submit the initial application will be provided by the agency you are working with.

## Where to Go for Help

If you have questions about the Provider Portal, visit the [Systems Contact Information webpage](#) and select **CCPP (Child Care Provider Portal)** to find the right contact to answer your questions.

### DCF/DHS Systems Contact User Information Guide

If you need assistance with the child care systems, please use the Systems Contacts information below to contact the appropriate person.



- ACCESS (Access to Eligibility Support Services)
- CARES Mainframe (Client Assistance for Reemployment and Economic Support)
- **CCPP (Child Care Provider Portal)**
- CSAW (Child Care Statewide Administration on the Web)
- CWW (CARES Worker Web)