



The Commonwealth of Massachusetts Department of Early Education and Care

Procedure Bulletin 2018 - July

EEC Licensing Procedure
LPRO-18-003

Title: Application for Group and School Age Child Care Licensing
-New License
-Renewal License
-Reduction from Large to Small Group
-Increase from Small to Large Group

For use by: Group and School Age Child Care

Effective date: July 25, 2018

Supersedes: Application for Licensing –SG/LG/SAApplicationProcedure20130122

Purpose:

This procedure shall set forth the required steps to complete the following transactions pertaining to Group and School Age Child Care Programs:

- A. Application for First Provisional License;
- B. Application for License Renewal;
- C. Application for Reduction to Small Group and School Age License; and,
- D. Application for Increase to Large Group and School Age License.

A. Application for First Provisional License

An applicant must complete the following steps in order to obtain a First Provisional Group and School Age Child Care License:

Step 1: The potential licensee must contact his or her EEC Regional Office to register for and attend a Potential Provider Meeting (“PPM”) and complete the GSA online orientation.

Step 2: Upon completion of the PPM, the potential licensee must notify EEC that he or she is interested in going forward with the application process in order to be given access to the EEC Licensing and Education Analytic Database Provider Portal (“EEC LEAD Portal”). He or she must give EEC information that will allow an admin to create his or her provider record and EEC LEAD Portal account. A licensor will be assigned to the program at this time. The potential licensee must complete a new application transaction using the EEC LEAD Portal. All appropriate documentation must be submitted to EEC via the EEC LEAD Portal, including all documentation required by 606 CMR 7.03(1)(c), 606 CMR 7.03(6)(a), and 606 CMR 7.03(7).

Step 3: Upon completion of the application transaction, the potential licensee will be instructed to submit the application fee by mail to the EEC Regional Office. The licensee will receive an email containing an electronic link to the Tax Certification document, which must be filled out, signed electronically, and returned to EEC. The licensee and other individuals who were listed in the application as being BRC reviewers will receive emails with links to background record check (“BRC”) consent forms which must be filled out, signed electronically, and returned to EEC.

Step 4: Once the application is complete and the fee has been received and documented in LEAD by EEC, and the Tax Certification statement and BRC consent forms have been received by EEC, the transaction will be “in review”. The assigned licensor will receive notification that the application is ready for them to review. The licensor will review the application and submitted materials, and may contact the prospective licensee for more information or additional materials.

Step 5: Once the licensor is satisfied that the application is complete and all materials satisfy regulatory requirements, the licensor will schedule an **announced** pre-licensing visit. During this visit, the licensor will use the “Small or Large Group Provisional Tool” to assess the program’s readiness for a group and school age child care license. Visits will be documented in LEAD and providers will be notified about visit outcomes, including any items that need to be corrected, via the EEC LEAD Portal.

Step 6: After the prospective licensee corrects all items following the pre-licensing visit, the licensor may issue a provisional¹ group and school age child care license to the prospective licensee, which is valid for six months from the date of issuance.

Step 7: Once the license is issued and the program is in operation, the licensor will follow the guidelines set forth in the Differential Licensing Handbook to determine the visit schedule for the program. For example, the first visit will occur within the first ninety days of licensure. The “Full Review Tool” will be used to assess regulatory compliance during this visit.

¹ In certain instances, EEC may grant a full two-year GSA license to a licensee who currently operates or previously operated a GSA program, based on the licensee’s regulatory compliance history.

B. Application for License Renewal

A licensee must complete the following steps in order to renew his or her group and school age child care license:

Step 1: Although the licensee will be notified well in advance of the license expiration date through notifications in the EEC LEAD Portal, the licensee is ultimately responsible to know the license expiration date. The renewal date is prominently displayed on the EEC LEAD Portal home page, as is the countdown for when the renewal application is due.

Step 2: The licensee must file an application for license renewal through the EEC LEAD Portal and submit the application renewal fee to the EEC Regional Office, **no less than thirty days prior to the date of expiration of the program's current license**. If the renewal application and fee are submitted prior to the thirty day expiration, the program will be permitted to continue operation during the renewal transaction, even if the transaction extends beyond the current license's expiration date.

Step 3: The licensee must submit all required documentation through the EEC LEAD Portal and upload the appropriate documentation to the Document Library. When the licensee uses the EEC LEAD Portal to upload documents, he or she will indicate whether the information was updated or if it was previously reviewed by EEC.

Step 4: The licensee must sign up for and attend an EEC-approved mandatory License Renewal Meeting.

Step 5: A renewal visit task will be sent to the licensor via LEAD four months ahead of an expiration of an individual license. The licensor will schedule an unannounced renewal visit and will use the visit tool recommended by LEAD based on the Differential Licensing Lifecycle. It is possible that a renewal visit may occur prior to a renewal transaction being submitted.

Step 6: Once the licensee has submitted an acceptable plan for compliance, a renewal license will be issued. Renewal licenses will maintain the same expiration month and day. For example, if a license expires on June 10, 2019, the next expiration would be June 10, 2021.

C. Application for Reduction to Small Group and School Age License

A licensee must complete the following steps in order to reduce his or her license to a small group and school age license (from a large group and school age license):

Step 1: The licensee must submit a transaction to reduce capacity in the EEC LEAD Portal to ten children or less. The licensee should note that there are regulatory differences between small and large group and school age child care programs.

Step 2: Upon approval of the transaction by the licensor, a small group and school age license will be issued to the licensee. The expiration date will not change as this is an amendment to the current license.

D. Application for Increase to Large Group and School Age License

A licensee must complete the following steps in order to increase his or her license to a large group and school age license (from a small group and school age license):

Step 1: The licensee must submit a transaction to increase capacity in the EEC LEAD Portal to eleven children or more. The licensee should note that there are regulatory differences between small and large group and school age child care programs. A fee is required for this transaction; the licensee will receive an email instructing him or her to submit the fee to the EEC Regional Office. Several documents which were optional in the Document Library for a Small Group program are now required to be submitted by the Large Group applicant.

Step 2: Upon approval of the transaction by the licensor, a large group and school age license will be issued to the licensee. The expiration date will not change as this is an amendment to the current license.