

## SECTION .0300 - PROCEDURES FOR OBTAINING A LICENSE

### 10A NCAC 09 .0301 PRE-LICENSING REQUIREMENTS FOR CHILD CARE CENTERS

- (a) A prospective licensee who has not previously operated a child care center in North Carolina shall attend a pre-licensing workshop provided by the Division before the Division schedules a pre-licensing visit. This includes persons seeking to operate a child care center pursuant to a Notice of Compliance. A schedule of these workshops provided by the Division may be found online at [http://ncchildcare.dhhs.state.nc.us/pdf\\_forms/prelicworkshop.pdf](http://ncchildcare.dhhs.state.nc.us/pdf_forms/prelicworkshop.pdf).
- (b) Prospective licensees shall download, complete, and submit the pre-licensing registration form to the Division. The pre-licensing registration form contains demographic information and workshop location preferences. The pre-licensing registration form may be found online at [http://ncchildcare.dhhs.state.nc.us/pdf\\_forms/prelicworkshop.pdf](http://ncchildcare.dhhs.state.nc.us/pdf_forms/prelicworkshop.pdf).
- (c) Upon completion of the pre-licensing workshop the prospective licensee shall submit an application for a license to the Division. The application can be found online at [http://ncchildcare.nc.gov/PDF\\_forms/FacilityProfileApp.pdf](http://ncchildcare.nc.gov/PDF_forms/FacilityProfileApp.pdf).
- (d) Upon receipt of the child care application the Division shall contact the prospective licensee to discuss Rule 10A NCAC 09 .0302. A pre-licensing visit will be scheduled with the prospective licensee, when they are ready to demonstrate compliance with G.S. 110, Article 7 and this Chapter.

*History Note:* Authority G.S. 110-88(1); 110-88(5); 143B-168.3;  
Eff. January 1, 1986;  
Amended Eff. January 1, 2006; July 1, 1998;  
Readopted Eff. October 1, 2017.