
Nonexpiring Licenses—Fast Facts

May 31, 2015

The Department of Early Learning (DEL) issues nonexpiring licenses for child care providers. The nonexpiring license replaced the renewal license used in the past. This change was part of Senate Bill 5625, which passed during the 2011 legislative session.

A licensee must first complete the initial licensing process before being granted a nonexpiring license.

To qualify for a nonexpiring license, licensees must submit required paperwork to DEL annually **30 days prior to the anniversary date**. The anniversary date is the date the licensee’s first license was issued. Licensees will receive a notice and invoice from DEL **about 90 days prior to the anniversary date**.

To maintain a nonexpiring license, licensees must:

- Submit the annual licensing fee on time. (www.del.wa.gov/requirements/info/fees.aspx)
- Submit an annual declaration form that indicates the licensee intends to continue operating and to comply with all licensing rules. (www.del.wa.gov/publications/licensing)
- Submit background check applications on the schedule established by DEL —every three years, when a new person is hired or, for family homes, when a new person moves into the home, or a household member turns 13. (www.del.wa.gov/requirements/info/background.aspx)

Please note: If a licensee does not submit all required items on time, the license will expire. By law, the licensee must cease providing care and reapply for a license. DEL will have 90 days after receiving the new application to authorize a new license.

Monitoring visits:

DEL will continue to conduct monitoring visits to child care centers at least once every 12 months, and to family homes at least once every 12 months. These monitoring visits will be unannounced. As always, the goal during monitoring visits is to offer technical assistance to licensees regarding compliance with licensing rules.

Typically, DEL licensors will use an “abbreviated” checklist during monitoring visits. If there are valid complaints, a history of noncompliance or incomplete compliance issues from the prior visit, the licensor will typically use the “full” checklist. If during a monitoring visit, DEL licensors find noncompliance in any of the following three areas, the “full” checklist will be used:

- Staff: Child ratio and group size
- Staff qualifications: Director, teachers, family home licensee
- Supervision: Discipline

These three areas are research-based as linking to safety and health for children. Find the “full” and “abbreviated” checklists online at www.del.wa.gov/publications/licensing/

Please call [your local DEL licensing office](#) if you have questions.