

Department of Early Learning

<b>Policy Title:</b>	10.1.14 Non-expiring License		
<b>Procedure:</b>	Attached		
<b>References:</b>	SB 5625, RCW 43.215.260; 170-296A-1225; 170-296A-1430; 170-296A-1450; 170-296A-1800; ; 170-296A-8300; 170-296A-8325		
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Licensing Oversight Division
<b>Effective Date:</b>	3/1/12	<b>Review Date:</b>	11/1/13      Created on: 7/22/11
<b>Reviewed:</b>	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
<b>Other Review (list)</b>			
<b>Director Approval:</b>			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age programs.

**Purpose**

Clarify and standardize the process of issuing non-expiring child care licenses. Expectations of DEL personnel are clarified in this policy and the Non-Expiring License Procedure.

**Policy**

A non-expiring license is a license that is issued after a licensee has achieved full license status. DEL personnel will adhere to all components of the attached Non-Expiring License Procedure. In addition, DEL personnel are expected to:

- I. Accurately and in a timely manner monitor the facility for fulfillment of the non-expiring license requirements.
- II. Communicate respectfully with:
  - a. Child care licensees to provide accurate information about DEL’s requirements for issuing a non-expiring child care license.
  - b. Parents or legal guardians to answer questions about DEL’s requirements for issuing a non-expiring child care license.

**Attachments**

Non-Expiring License Procedure