

Department of Early Learning

10.1.14

Non-expiring License

1. The support staff will document the receipt of the following in the DEL toolkit:
 - a. Annual declaration of intent to continue operating and compliance with all licensing rules, this will be date stamped with the date it is received;
 - b. Annual licensing fees;
 - c. Criminal and noncriminal background checks submitted for all individuals currently associated with the facility. (See 10.5.2 Qualification Policy and Procedure and 10.1.12 Initial/Full License policy and procedure).
2. After entering the documents in the DEL toolkit, support staff will give the documents to the licensor. Documents will be entered into the DEL toolkit within five working days from the date they are received.
3. The licensor will review the annual declaration form before filing in the licensing file to make sure it is complete and the licensee is still operating.
4. If any of the items in #1 are missing after the license anniversary date the licensor will:
 - a. Discuss with the supervisor, and close the license;
 - b. Complete and send 10.9.1.35 Closed License letter to the licensee, notifying them that the license has been closed due to the licensee's failure to follow the RCW;
 - c. Document the closure of the license in FamLink.

Licensing Procedure: Non expiring Licenses

Created: 7/22/11

Effective: 3/1/12-11/1/13