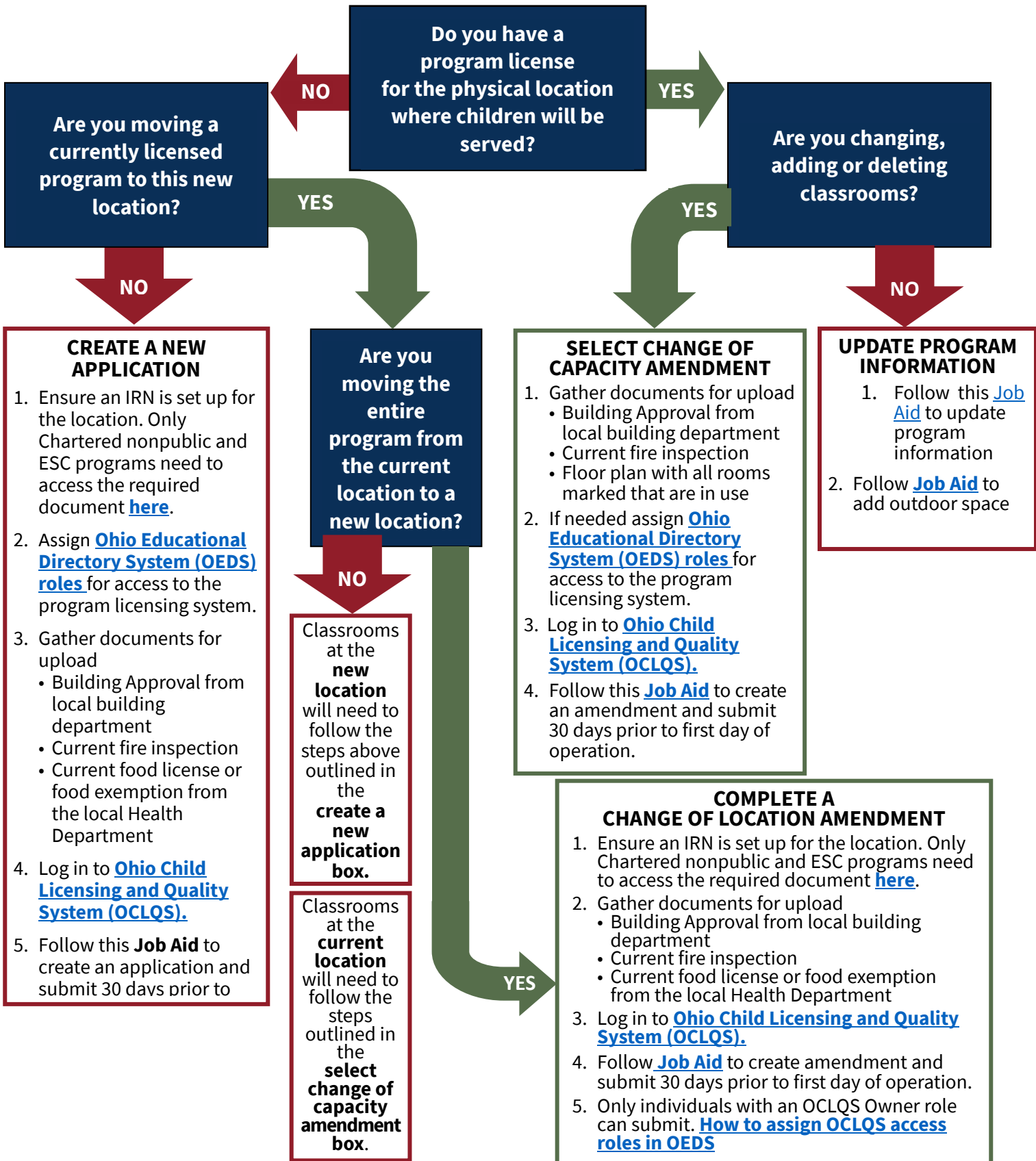


LICENSING TRANSACTIONS FOR PROGRAMS OPERATED BY SCHOOL DISTRICTS AND CHARTERED NON-PUBLIC SCHOOLS



New Application Process

Program submits a **new application** in OCLQS at least 30 days prior to beginning with children

Specialist contacts program for a scheduled visit prior to students attending and documents are approved

Program enters “provisional” license status for one year with a new license number after any corrective action is approved, if necessary

Program will receive a second, unannounced, visit during the school year

After any corrective action is approved, program will be recommended for continuous license

Change of Location Process

Program submits a **change of location amendment** in OCLQS at least 30 days prior to beginning with children

Specialist contacts program for a scheduled visit prior to students attending

Program license number remains the same and the program maintains status at time of the amendment

Program will receive a second, unannounced, visit during the school year

Change of Capacity Process

Program submits a **change of capacity amendment** in OCLQS at least 30 days prior to beginning with children

In some instances, a licensing specialist may contact the program to schedule a visit prior to students attending

After the scheduled visit or if no visit is required, program license number remains the same and the program maintains status at the time of the amendment

Program will receive an annual unannounced visit during the school year