



Child Care Regulation's Licensed Child Care Center APPLICATION PROCESS CHECKLIST

Directions: Use this checklist to keep up with your application/issuance process. Use the space below to write down questions you may have and your notes.

	1. Attend Pre-Application Training
	2. Prepare building in accordance to the Minimum Standard Rules
	3. Obtain required inspections (<i>Fire, Health, Gas, if applicable</i>)
	4. Obtain liability insurance
	5. Submit complete application and application fee
	6. Set up online account
	7. Submit background checks
	8. Schedule 'Standard by Standard' inspection
	9. Make any required corrections
	10. Receive your license

Questions/Notes:



TEXAS
Health and Human
Services

<https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation.com>