APPLICATION PROCESS FOR

Certification as a School Administered Childcare Provider



STEPS

- Become established as a school through the Tennessee Department of Education's (department) Non-Public School Office, Private.Schools@tn.gov, if not already a public school.
- The established school contacts the department's Division of Early Learning, TDOE.Earlylearning@tn.gov.
- The prospective applicant will be contacted by the department's Division of Early Learning to complete a pre-application form.
- The prospective applicant will attend a meeting with a representative from the department's Early Learning Division to discuss the program as well as the submitted pre-application form.
- The prospective applicant will submit a completed application with all required documentation.
- A representative from the department's Division of Early Learning will contact the applicant to discuss the application and schedule a time to measure and approve space as well as set the program capacity.



Fire & Environmental Inspection



Staff Verification Form



Emergency Plan



Daily Schedule



Signed Acknowledgment Letter



TDOE.EarlyLearning@tn.gov