

APPLICATION PROCESS FOR Certification as a School Administered Childcare Provider



STEPS

1

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.

2

The established school contacts the department's Division of Early Learning, TDOE.Earlylearning@tn.gov.

3

The prospective applicant will be contacted by the department's Division of Early Learning to complete a pre-application form.

4

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.

5

The prospective applicant will submit a completed application with all required documentation.

6

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.

Prospective Applicant's Required Documentation



Fire & Environmental
Inspection



Staff Verification Form



Emergency Plan



Daily Schedule



Signed Acknowledgment
Letter