

PROCESS FOR Existing Programs Transferring Locations

STEPS

1

Notify your representative from the department's Division of Early Learning.

2

Your representative **will request** a Fire and Health Inspection.

3

Submit proof of approved Fire and Health to your representative. The representative will schedule a time to measure space and approve capacity.

4

Log in to your E Licensing Provider Portal on the main dashboard. Access the tile Change of Owner, Agency Type, Location, or Regulating Authority. **Start new by selecting type of change.**

5

Complete the Pre-Application Questionnaire. Your representative will approve and link your previous historical documents to the new location.

6

Once approved proceed to **complete the Annual Report** tile.

Provider Portal

