

Provisional/Temporary Licensure Application Process

Overview

This Quick Reference Guide shows Providers how to apply for Provisional or Temporary Licensure. This is a two-step process.

1. **Complete the initial inquiry in order to apply to receive Provisional or Temporary Licensure.** After completing the required activities in the initial inquiry process and all activities have been confirmed by a TDHS Staff member, you will be able to apply for Provisional or Temporary Licensure.
2. **Complete the application to receive Provisional or Temporary Licensure.** Once all steps in the application process have been completed and verified by a TDHS Staff member, you are awarded Provisional or Temporary Licensure status (depending on your designated care program selection: Adult or Child Care).

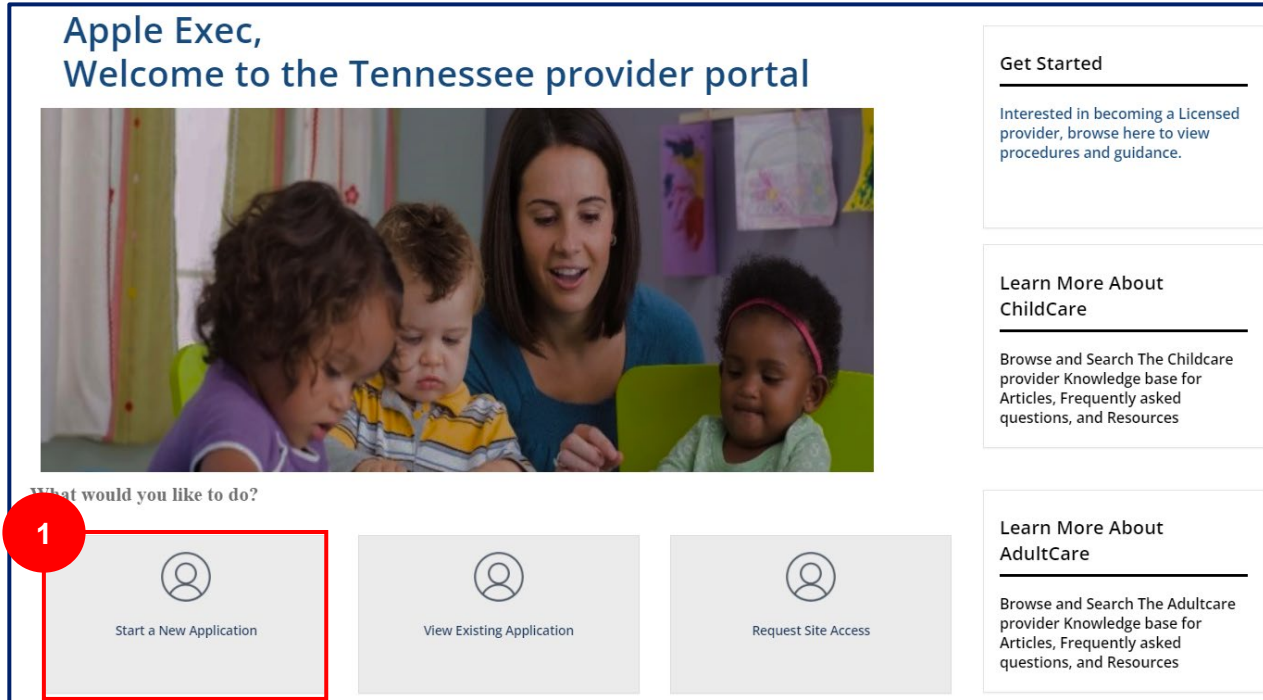
Audience

New Child Care and Adult Day Services Providers.

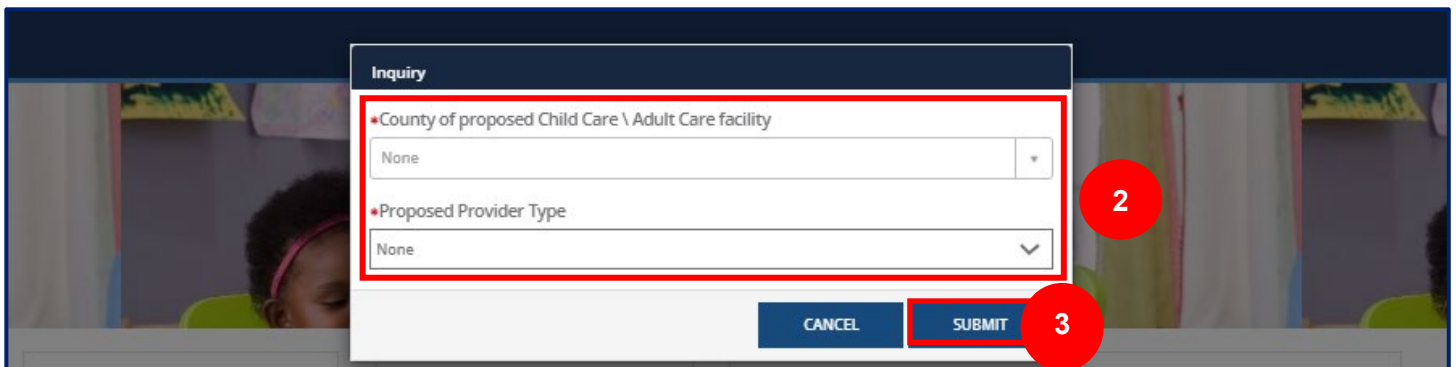
Initial Inquiry for Provisional/Temporary Licensure

Locate **Start a New Application** in the middle of the home screen.

1. Click **Start a New Application**.



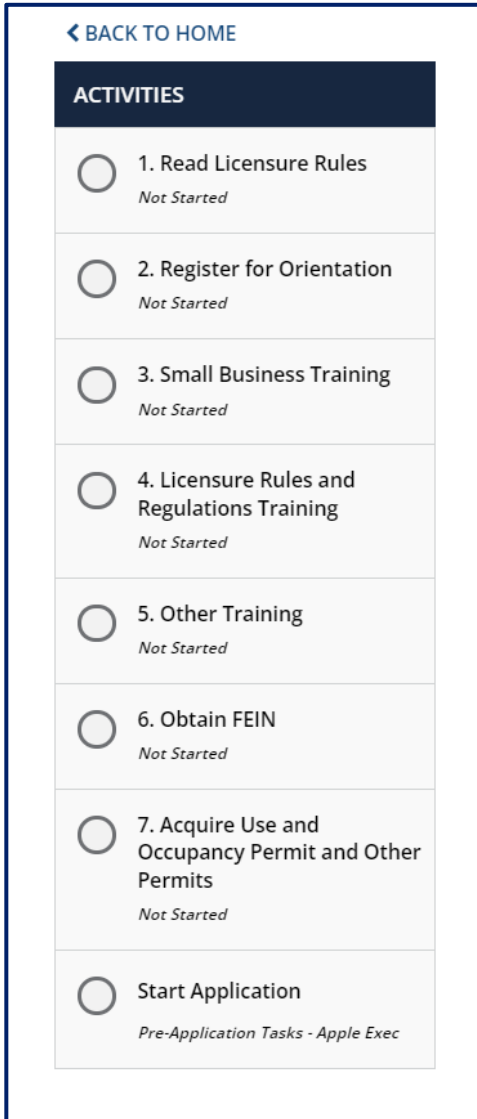
2. The resulting pop-up window prompts you to make a selection for the **County of Proposed Child Care \ Adult Care facility** you are applying to work in and your **Proposed Provider Type**. Use the drop downs to make your selections.
3. Once finished, click **Submit**.



Quick Reference Guide

To the left of the screen, you will see a column titled **Activities**.

This column gives you a list view of each activity that you must complete before you can start your application.



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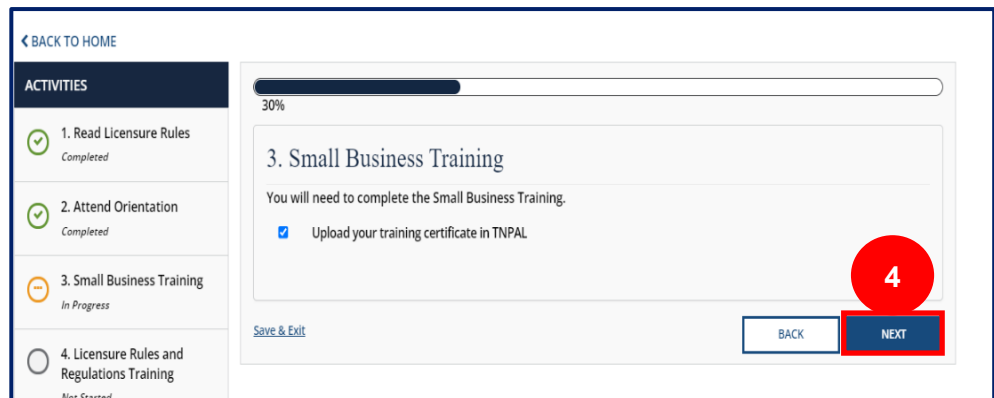
ACTIVITIES

- 1. Read Licensure Rules
Not Started
- 2. Register for Orientation
Not Started
- 3. Small Business Training
Not Started
- 4. Licensure Rules and Regulations Training
Not Started
- 5. Other Training
Not Started
- 6. Obtain FEIN
Not Started
- 7. Acquire Use and Occupancy Permit and Other Permits
Not Started
- Start Application
Pre-Application Tasks - Apple Exec

- Read Licensure Rules
- Register for Orientation
- Small Business Training
- Licensure Rules and Regulators Training
- Other Training
- Obtain FEIN
- Acquire Use and Occupancy Permit and Other Permits
- Start Application

Each page requires you to provide different types of information. You are able to move forward once all mandatory information is filled out on that page.

4. Once all information is entered, click **NEXT**.



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ACTIVITIES

- 1. Read Licensure Rules
Completed
- 2. Attend Orientation
Completed
- 3. Small Business Training
In Progress
- 4. Licensure Rules and Regulations Training
Not Started

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3. Small Business Training

You will need to complete the Small Business Training.

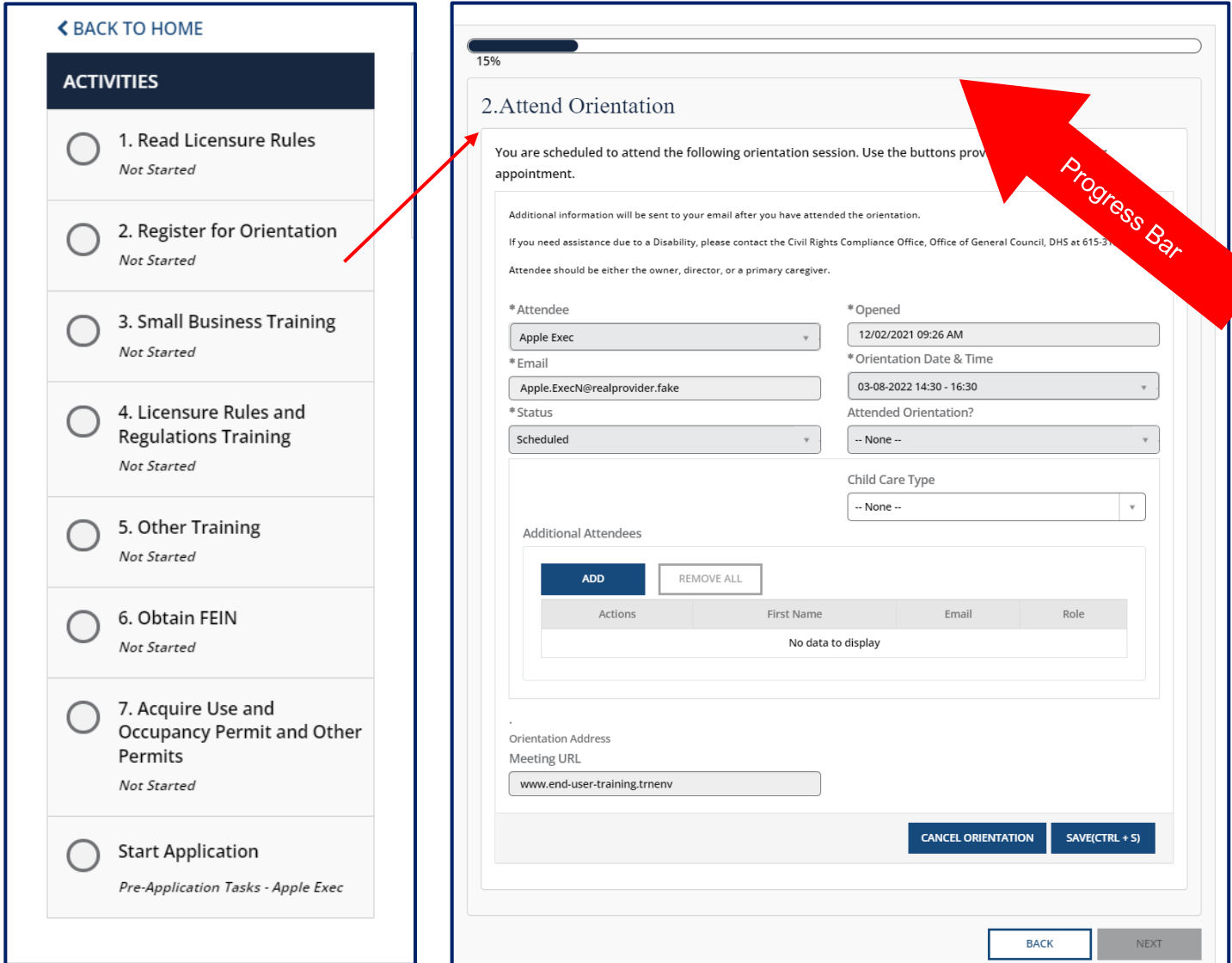
- Upload your training certificate in TNPAL

[Save & Exit](#)

[BACK](#) [NEXT](#)

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Additionally, at the top of each of these screens, you will see the **Progress Bar** which indicates the percentage of how far along the initial inquiry process you are.



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ACTIVITIES

- 1. Read Licensure Rules
Not Started
- 2. Register for Orientation
Not Started
- 3. Small Business Training
Not Started
- 4. Licensure Rules and Regulations Training
Not Started
- 5. Other Training
Not Started
- 6. Obtain FEIN
Not Started
- 7. Acquire Use and Occupancy Permit and Other Permits
Not Started
- Start Application
Pre-Application Tasks - Apple Exec

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2. Attend Orientation

You are scheduled to attend the following orientation session. Use the buttons provided to confirm your appointment.

Additional information will be sent to your email after you have attended the orientation.
If you need assistance due to a Disability, please contact the Civil Rights Compliance Office, Office of General Council, DHS at 615-313-1111.
Attendee should be either the owner, director, or a primary caregiver.

* Attendee: Apple Exec
* Opened: 12/02/2021 09:26 AM
* Email: Apple.ExecN@realprovider.fake
* Orientation Date & Time: 03-08-2022 14:30 - 16:30
* Status: Scheduled
Attended Orientation?: -- None --
Child Care Type: -- None --

Additional Attendees

ADD REMOVE ALL

Actions	First Name	Email	Role
No data to display			

Orientation Address
Meeting URL: www.end-user-training.trnenv

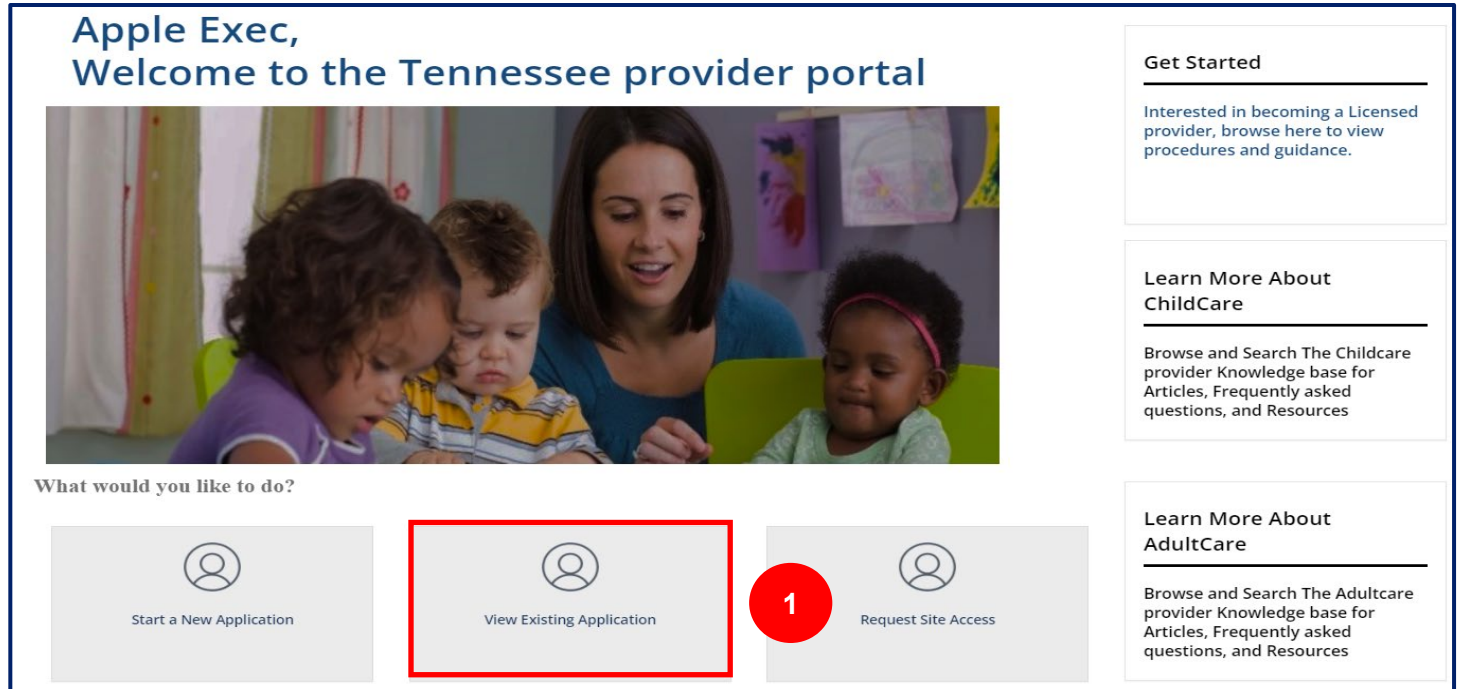
CANCEL ORIENTATION SAVE(CTRL + S)

BACK NEXT

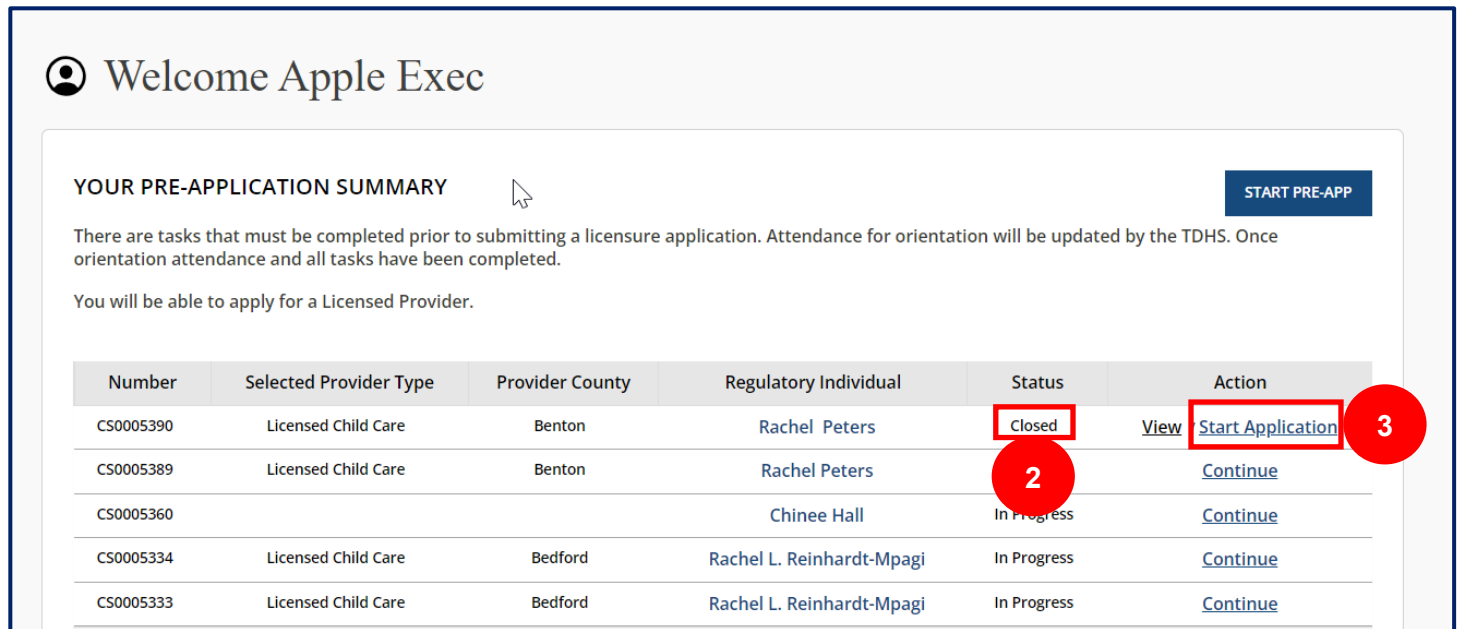
After completing the required activities in the initial inquiry process and all activities have been confirmed by a TDHS Staff member, you are able to **Start a New Application** for Provisional or Temporary licensure.

Applying for Provisional/Temporary Licensure

1. To begin the application for Provisional/Temporary licensure, select **View Existing Application** on the home screen.

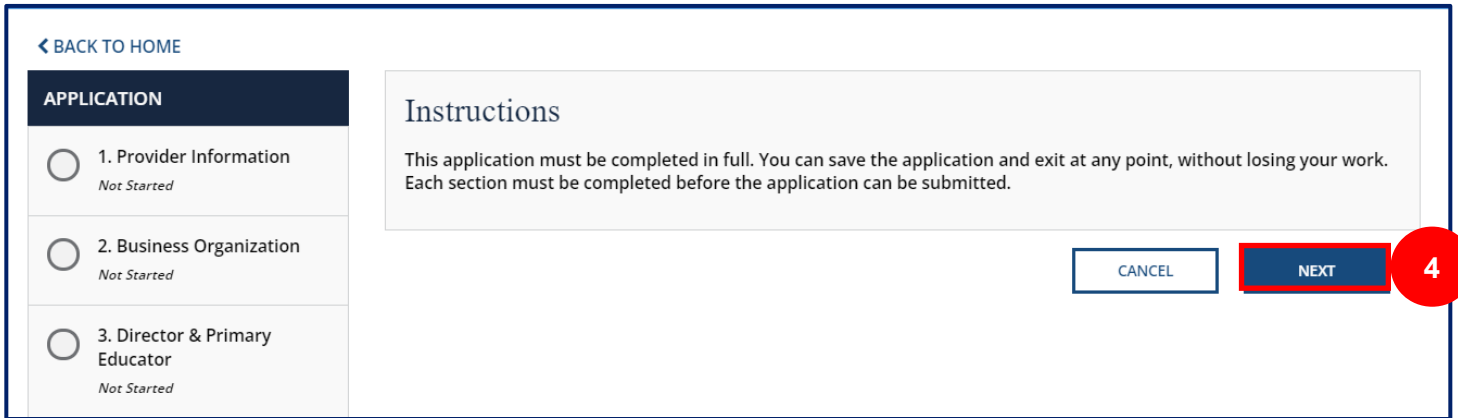


2. Once **View Existing Application** is clicked, you are navigated to the **Your Pre-Application Summary** page. Here, you will see that your pre-application status is listed as **Closed** and you will be ready to start your application for Provisional/Temporary licensure.
3. To start, click the **Start Application** hyperlink.

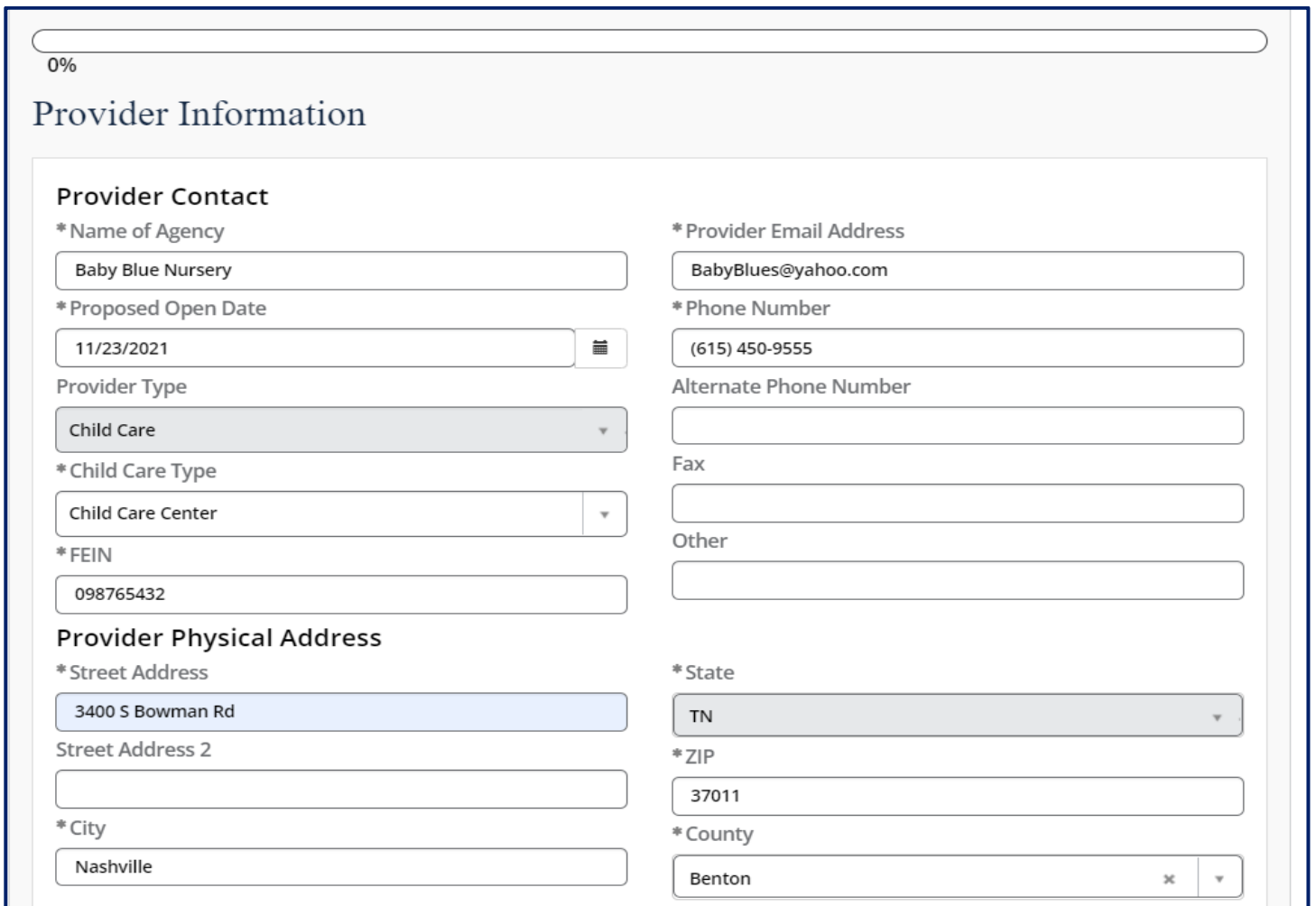


Number	Selected Provider Type	Provider County	Regulatory Individual	Status	Action
CS0005390	Licensed Child Care	Benton	Rachel Peters	Closed	View Start Application
CS0005389	Licensed Child Care	Benton	Rachel Peters	In Progress	Continue
CS0005360			Chinee Hall	In Progress	Continue
CS0005334	Licensed Child Care	Bedford	Rachel L. Reinhardt-Mpagi	In Progress	Continue
CS0005333	Licensed Child Care	Bedford	Rachel L. Reinhardt-Mpagi	In Progress	Continue

4. Review the Instructions, then click **Next** to acknowledge you have read the application’s instructions.



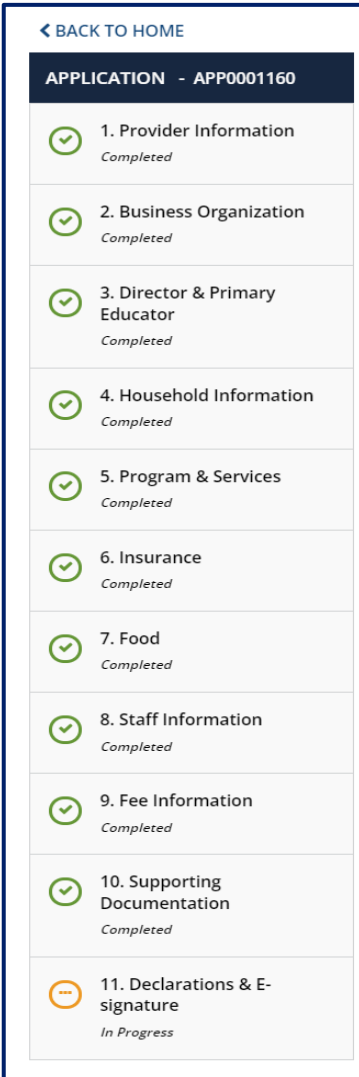
You will be then be taken to the application, where you will see a list of steps you need to complete, beginning with **Provider Information** you need to enter.



Quick Reference Guide

To the left of the screen, you will see a column titled **Application**, followed by *your* application number.

This column gives you a list view of each page you will need to complete in order to successfully complete your application.



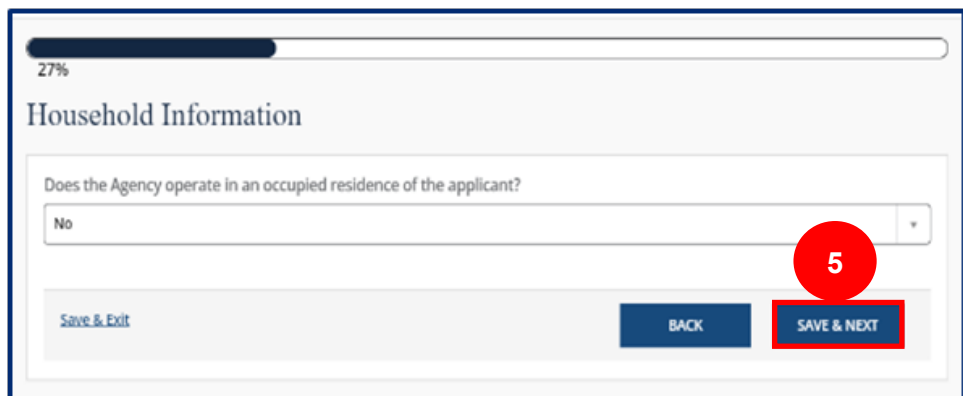
← BACK TO HOME

APPLICATION - APP0001160

- 1. Provider Information
Completed
- 2. Business Organization
Completed
- 3. Director & Primary Educator
Completed
- 4. Household Information
Completed
- 5. Program & Services
Completed
- 6. Insurance
Completed
- 7. Food
Completed
- 8. Staff Information
Completed
- 9. Fee Information
Completed
- 10. Supporting Documentation
Completed
- 11. Declarations & E-signature
In Progress

- Provider Information
- Business Organization
- Director & Primary Educator
- Household Information
- Program & Services
- Insurance
- Food
- Staff Information
- Fee Information
- Supporting Documentation
- Declaration & E-signature

Each page requires you to provide different types of information. You are able to move forward once all mandatory information is filled out on that page.



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Household Information

Does the Agency operate in an occupied residence of the applicant?

No

Save & Exit

BACK

SAVE & NEXT

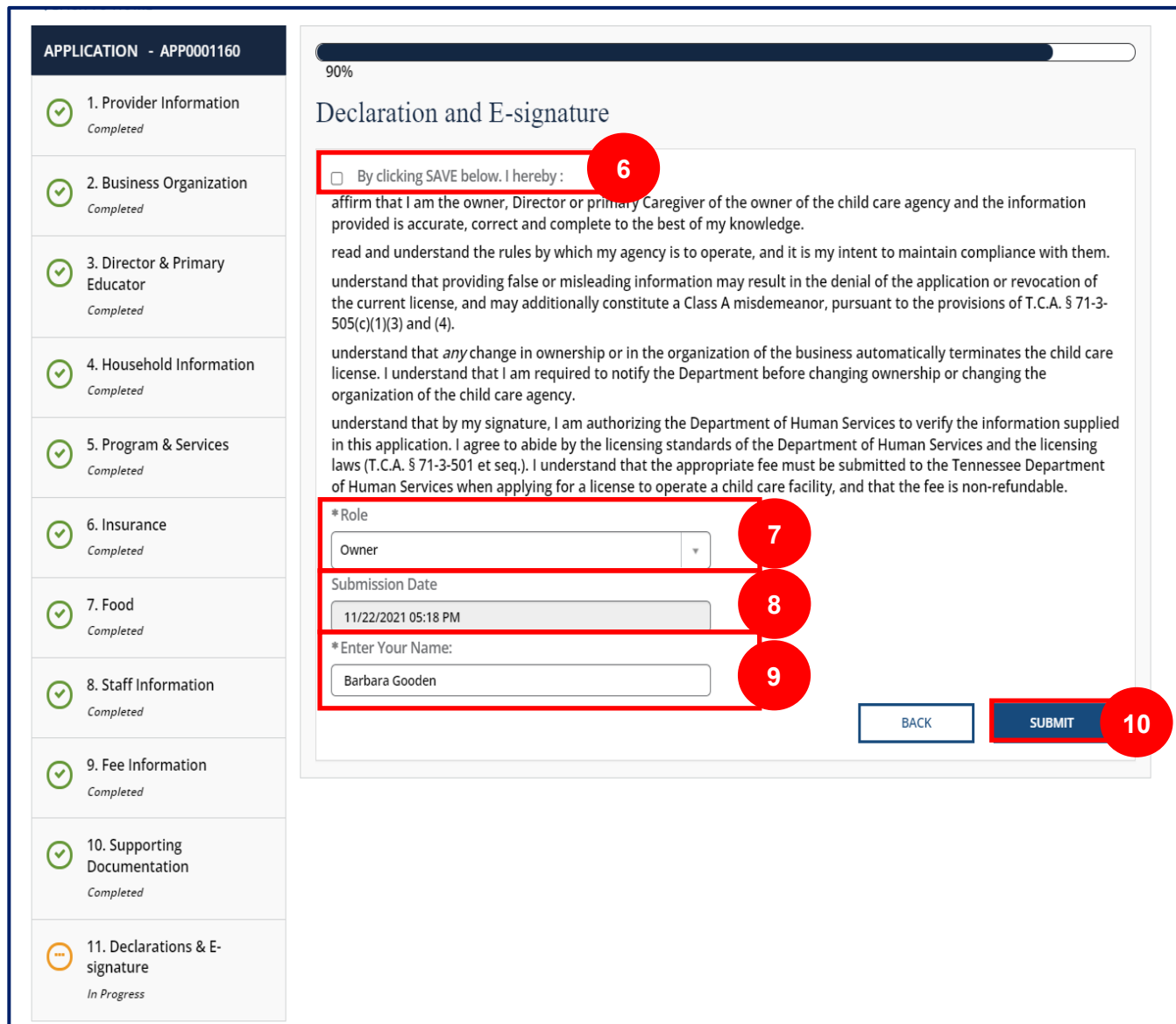
5. Fill in all of the required information in the application. As you finish each step, click **Save & Next**.

Your Application also has a **Progress Bar** to show how far along the application process you are.



After all required information has been entered and your supporting documents have been uploaded, complete your application. You can complete your application on the Declaration and E-signature page.

6. Select the **By clicking Save below, I hereby:** check box to acknowledge the listed information.
7. Select your **Role** from the dropdown menu.
8. The **Submission Date** will be automatically populated with the current date
9. **Enter Your Name.**
10. Click **Submit**. You have now submitted your application for Provisional/Temporary Licensure.



APPLICATION - APP0001160

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Declaration and E-signature

By clicking SAVE below, I hereby:

affirm that I am the owner, Director or primary Caregiver of the owner of the child care agency and the information provided is accurate, correct and complete to the best of my knowledge.

read and understand the rules by which my agency is to operate, and it is my intent to maintain compliance with them.

understand that providing false or misleading information may result in the denial of the application or revocation of the current license, and may additionally constitute a Class A misdemeanor, pursuant to the provisions of T.C.A. § 71-3-505(c)(1)(3) and (4).

understand that *any* change in ownership or in the organization of the business automatically terminates the child care license. I understand that I am required to notify the Department before changing ownership or changing the organization of the child care agency.

understand that by my signature, I am authorizing the Department of Human Services to verify the information supplied in this application. I agree to abide by the licensing standards of the Department of Human Services and the licensing laws (T.C.A. § 71-3-501 et seq.). I understand that the appropriate fee must be submitted to the Tennessee Department of Human Services when applying for a license to operate a child care facility, and that the fee is non-refundable.

*Role
Owner

Submission Date
11/22/2021 05:18 PM

*Enter Your Name:
Barbara Gooden

BACK SUBMIT