



**Michigan Department of Lifelong
Education, Advancement, and Potential**

Home and Center Renewals

Agenda

- Renewal Overview
- Home Document Requirements
- Center Documents Requirements
- CCHIRP Overview
- Questions

Renewal Process Overview

- Renewal information will be sent via email **three months** before the expiration date of your license
 - Cannot submit renewal prior to 90 days
- Complete renewal application in CCHIRP as soon as possible. If not completed, your license will be subject to closure
- Submit documents within CCHIRP prior to license expiration
- Contact consultant with questions regarding renewal or documents needed

Renewal Inspection Overview

- All renewal inspections are unannounced
- If you have specific dates around your renewal time that you know you will be absent, closed, or unavailable, please make sure to reach out to your consultant
- While onsite, consultants will review;
 - Licensee, adult household member, and child care staff member records
 - Children's records
 - Required posting
 - All licensing rules

Compliance Record Checklist

- Prior to renewal, review the compliance record checklists
 - Home rules checklist
 - Center rules checklist
- [Click here](#) to view the checklists

Fees

Family Home Non-refundable Application Fees

Capacity	Original Application Fee	Renewal Application Fee
1 - 6	\$50	\$25

Group Home Non-refundable Application Fees

Capacity	Original Application Fee	Renewal Application Fee
7 - 12	\$100	\$50

Center Non-refundable Application Fees

Capacity	Original Application Fee	Renewal Application Fee
1 - 20	\$150	\$75
21 - 50	\$200	\$100
51 - 100	\$250	\$125
101+	\$300	\$150

Family and Group Homes



CCHIRP Documents

- Copy of licensee's **valid** driver's license or federal government issued identification card
- Medical clearance request form
- TB test results
- Proof of **valid** pediatric/infant/child/adult CPR and pediatric first aid certificate for licensee and caregivers
- Proof of inspection and approval of heating system **and** fuel-fired water heater
 - Electric heat does not require an inspection.
 - Inspection required every 4 years at the time of license renewal.
- Radon gas inspection is required every 4 years

Documents on File

Licensee

- Consent and disclosure forms
- TB test and medical clearance form
- Abuse and neglect statements
- CPR card
- Training records

Adult Household Member

- Consent and disclosure form
- TB test

Documents on File

Staff

- Personal information sheet
 - Name
 - Address
 - Phone number
 - Date of hire and work schedule
- Signed abuse and neglect statement
- Signed background check consent and disclosure form
- CPR and first aid certificate
- Proof of training
- Medical clearance form
- TB test

Child

- Child information card
- Child in care statement
- Permission slips when applicable for
 - Medication
 - Transportation

Top 10 Common violations for homes

1. R 400.1907(1)(a) Child's Record – Complete child information card
2. R 400.1905(9) Training – Health and Safety Training
3. R 400.1909(2) Child's Record – Updating information annually.
4. R 400.1945(4) Emergency; Plan; Drill – Fire Drill Completion
5. R 400.1907(1)(b) Child's Record – Statement of child in care

Top 10 Common violations for homes

6. R 400.1905(1) Training – Complete not less than 10 clock hours of training each calendar year.
7. R 400.1925(2)(b) Comprehensive Background Check; Fingerprinting – Copies of clearances
8. R 400.1915(5) Indoor Space; Play Equipment and Materials – Post updated list of recalled or unsafe children's products.
9. R 400.1932(2) Home Maintenance and Safety – Secure storage of hazardous products.
10. R 400.1911(1) Care; Supervision; Children-Appropriate care and supervision.

Centers



CCHIRP Documents

- Staffing plan
- No change in Building Construction Declaration (BCAL-2129), if applicable
- Inspection of fuel-fired furnace and water heater by a licensed heating or plumbing contractor
 - Inspection every 2 years
- Fire inspection every 4 years completed by QFI
- Environmental health inspection every 2 years, if applicable

Documentation of Fire Safety

- If your program is located inside a school building, you must complete the School-Building Fire Inspection Certification (CCL-5043)
- If your program is not located inside a school building, you must do one of the following:
 - Request a fire safety inspection if it has been more than 4 years since your last fire safety inspection by a Qualified Fire Inspector
 - Complete the No Change in Building Construction Declaration (BCAL-2129) form if there has not been any new construction, remodeling, additions or renovations made to the center since the most recent fire safety inspection.

Documents on File

Licensee Designee

- Signed abuse and neglect statement
- Licensee designee form
- Signed background check consent and disclosure form

Program Staff

- Signed abuse and neglect statement
- Signed background check consent and disclosure form
- CPR and first aid certificate
- Proof of training
- Lead teacher credentials

Documents on File

Child

- Child information card
- Medical documents
 - Health appraisal
 - Immunizations
 - Medical or non-medical waivers
 - Allergies
- Permission slips when applicable for
 - Medication
 - Transportation
- Written information packet documentation
- Parent notification of the licensing notebook

Program Administrator

- Transcripts
- Approval letter
- Signed abuse and neglect statement
- Signed background check consent and disclosure form
- CPR and first aid certificate
- Proof of training

Documents on File

Unsupervised Volunteer

- Signed abuse and neglect statement
- Signed background check consent and disclosure form
- Proof of training

Supervised Volunteer

- Signed abuse and neglect statement
- Public sex offender registry clearance

Top 10 Common Violations for Centers

1. R 400.8125(1) Staff and Volunteer Requirements – Providing appropriate supervision.
2. R 400.8143(1) Children's Records – Child information cards at enrollment.
3. R 400.8131(12) Professional Development – Acknowledgement/completion new notice of health and safety updates within 6 months.
4. R 400.8131(5) Professional Development – Within 90 days of hire or before unsupervised contact with children.
5. R 400.8131(3) Professional Development – Completion of training upon hire of shaken baby syndrome. Abusive head trauma and child maltreatment, and recognition of and report child abuse and neglect.

Top 10 Common Violations for Centers

6. R 400.8131(4) Professional Development – Prevention and control of infectious diseases.

7. R 400.8125(5) Staff; Volunteer; Requirements – Written and signed statement and abuse is against the law, centers policy on abuse and neglect, requirement to immediately report suspected abuse and neglect to CPS.

8. R 400.8161(5) Emergency Procedures- Fire Drills

9. R 400.8128 Staff; Volunteer; Tuberculosis – Verification of negative TB test

10. R 400.8140(2)(a) Discipline – Hitting, spanking, biting, pinching, or inflicting other forms of corporal punishment.

CCHIRP Overview



Home Page



Home Page Tabs



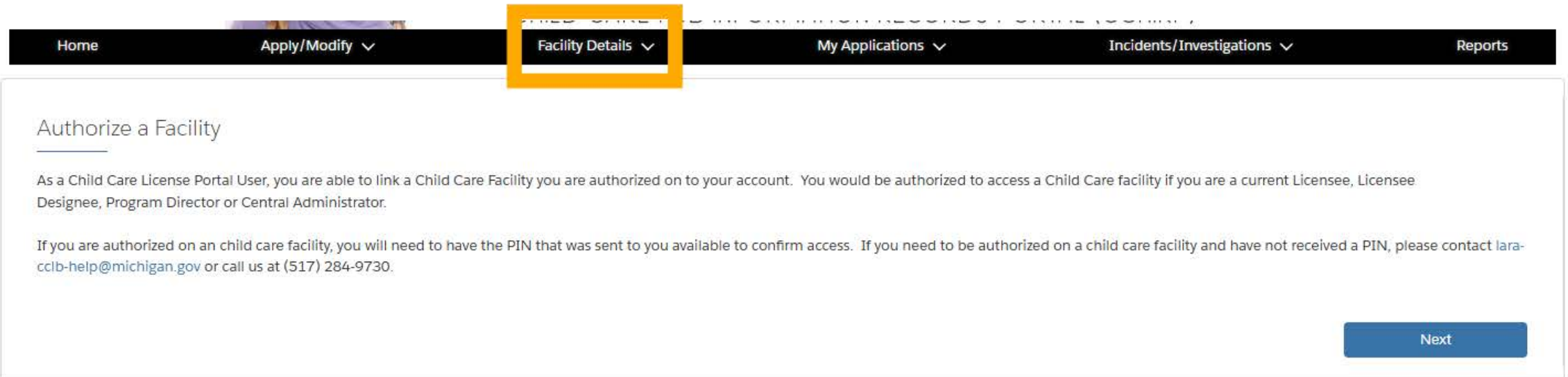
- Apply/Modify
 - Applications
 - Modifications
 - Variance
- Facility Details
 - My Facilities
 - My Licenses
 - Authorize a Facility
- My Applications
 - My Submitted Applications
 - My In-Progress Applications
 - My Corrective Action Plans
- Incidents/Investigations
 - Log an incident
 - My incidents
 - Special investigations
- Reports
 - Internal and External Reports

Authorizing a Facility

- When is it necessary to authorize a facility?
 - Accessing CCHIRP for the first time
 - New licensee designee
 - After submitting a paper application
- What information is needed?
 - License number
 - Unique PIN

Authorizing a Facility

- Select Facility Details
 - Select authorize a facility



Home Apply/Modify ▾ **Facility Details ▾** My Applications ▾ Incidents/Investigations ▾ Reports

Authorize a Facility

As a Child Care License Portal User, you are able to link a Child Care Facility you are authorized on to your account. You would be authorized to access a Child Care facility if you are a current Licensee, Licensee Designee, Program Director or Central Administrator.

If you are authorized on an child care facility, you will need to have the PIN that was sent to you available to confirm access. If you need to be authorized on a child care facility and have not received a PIN, please contact lara-cclb-help@michigan.gov or call us at (517) 284-9730.

Next

Assigned Consultant

- Select Facility Details
 - My facilities

Home	Apply/Modify ▾	Facility Details ▾	My Applications ▾	Incidents/Investigations ▾	Reports
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Facility Name ABC Child Care	Facility Address 3500 South Cedar Street, Lansing, MI, US, 48910	Phone Number (123)456-7890	Email Address gsqcchirp@maildrop.cc	License Status Active
MiLeap Contact Kristy CONS Carmichael carmichaelk3@michigan.gov				Remove Facility Staff Add/Modify Modify Mailing Address Upload Document

Renewal

- Select Apply/Modify
 - Select applications
 - Application type is renewal

CHIEF OF POLICE INFORMATION RECORDS & CRIME RECORDS

Home Apply/Modify ▼ Facility Details ▼ My Applications ▼ Incidents/Investigations ▼ Reports

Create New Application

* Application Type

* License Type ⓘ

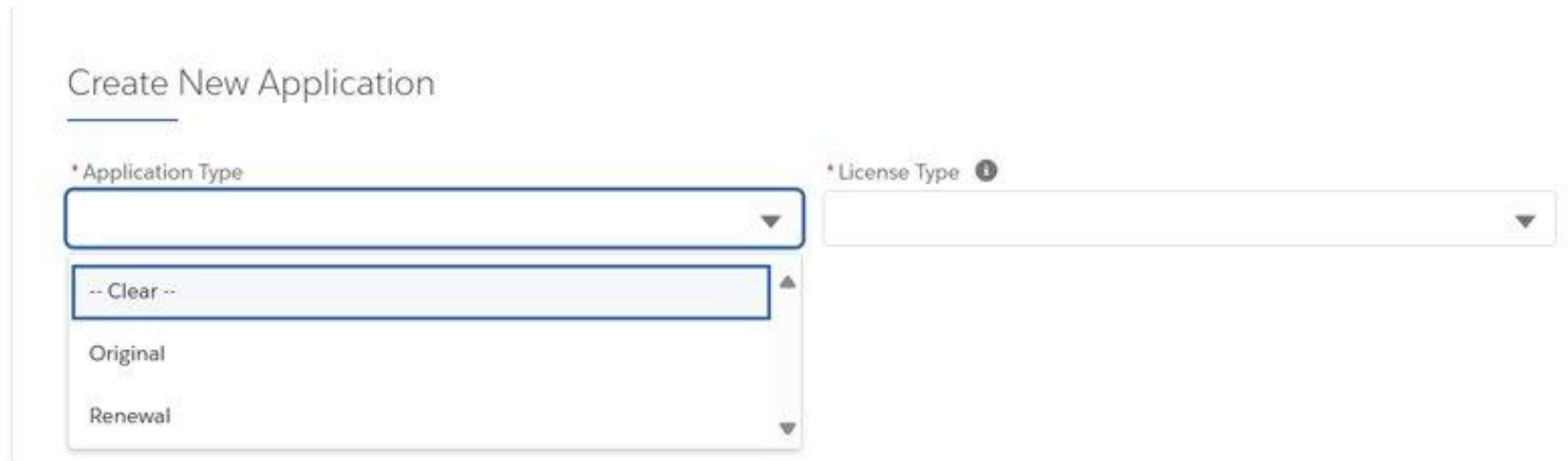
Cancel Save for later

Steps

- Create New Application

Renewal

- When submitting a renewal, several boxes will be shaded and unable to edit. Continue forward with the application and notify the consultant of any changes needed that were not updated on the application.



The screenshot shows a web form titled "Create New Application". It contains two dropdown menus. The first dropdown, labeled "* Application Type", is open, showing a list of options: "-- Clear --", "Original", and "Renewal". The second dropdown, labeled "* License Type", is closed. The form is designed with a light blue header and a white body.

Create New Application

* Application Type

-- Clear --

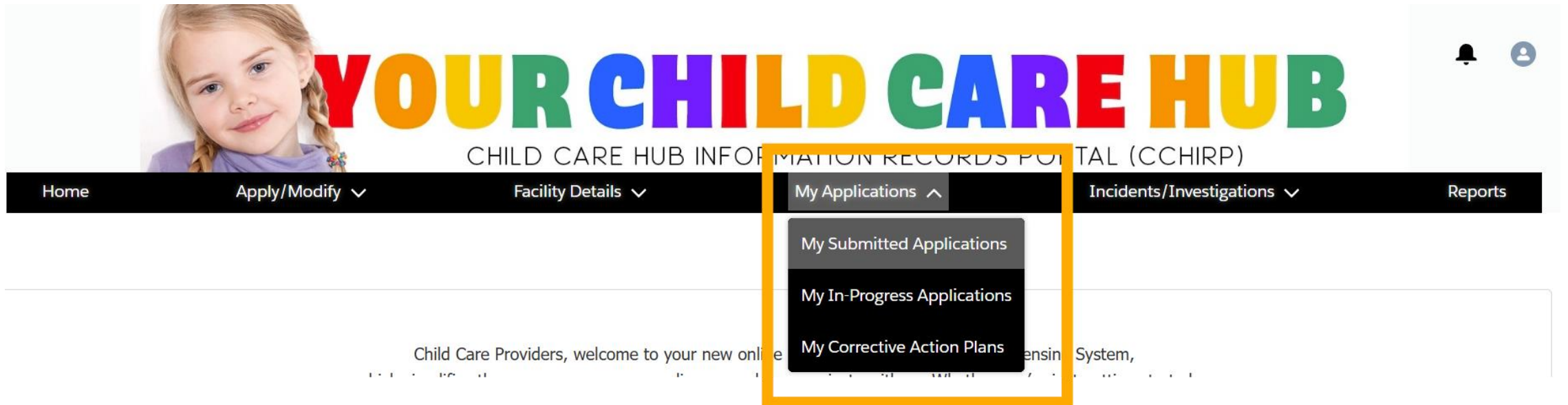
Original

Renewal

* License Type ⓘ

Uploading Documents

- Select My Applications
 - My submitted applications
 - Open application




Uploading Documents

- Select Related
 - Find document checklist items
 - Select view all

DETAILS

RELATED

 Document Checklist Items (4)

Name	Document Type	Status	
Environmental Health Inspecti...	cchirp_Environment_Health_Ins...	New	▼
Self-certification transportatio...	cchirp_Self_certification_transp...	New	▼
Staffing Plan Form CCL-5001	cchirp_Staffing_Plan_Form_CCL...	New	▼
Applicant's valid State or Feder...	cchirp_State_or_Federal_Id	New	▼

View All

Modifications

- Select apply/modify
 - Select modification

The screenshot displays the 'YOUR CHILD CARE HUB' portal interface. The header features a child's photo and the text 'YOUR CHILD CARE HUB' in large, colorful letters, with 'CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)' below it. A navigation bar includes links for Home, Apply/Modify, Facility Details, My Applications, Incidents/Investigations, and Reports. The 'Apply/Modify' dropdown menu is open, showing options for Applications, Modifications, and Variance. The 'Modifications' option is highlighted. The main content area shows a form for selecting a facility, with fields for Facility/Licensee Name, License Number, Street Address, City, State, Zip, and Phone Number. The 'Next' button is highlighted in the bottom right corner.

Home Apply/Modify ^ Facility Details v My Applications v Incidents/Investigations v Reports

Applications
Modifications
Variance

Select Facility

☒ Select Facility

Facility/Licensee Name
ABC Child Care
License Number
DC334023501
Phone Number
(123)456-7890

Street Address
3500 South Cedar Street
City State
Lansing MI
Zip
48910

Cancel Save for later

Previous Next

Steps

- Instructions
- Facilities
- Facility Details
- Modification Details
- Attestation

Modification Overview

Modification Details

Note: Prior to starting any renovations, remodeling or new construction, contact your licensing consultant about the need for a plan review.

* Please Indicate the type of Modification Request

- ☐ Change of Capacity
- ☒ Change of Use Space
- ☒ Change of Age Ranges
- ☐ Program Components
- ☐ Other

▼ Change of Use Space

Please explain

Change toddler room to preschool room.

Please answer the Change of Use Space for School-Age Programs questions if you are located in a school and run school age programs. If unsure, please contact your consultant for guidance.

Below lists the name and room number of each room that licensing has previously approved for Child Care:

Room Name	Room Number
Toddler	1

- ✓ Instructions
- ✓ Facilities
- ✓ Facility Details
- **Modification Details**
- Attestation

Modifications

- My applications
 - My submitted applications

Home Apply/Modify ▾ Facility Details ▾ My Applications ▾ Incidents/Investigations ▾ Reports				
License Number DC334023501	License Type Center	Application Type Modification	Application Status Approved	Open Application
License Number DC334023501	License Type Center	Application Type Variance	Variance Status Approved	Open Application
License Number DC334023501	License Type Center	Application Type Original	Application Status Approved	Open Application

Submitting a Variance

- Select Apply/Modify
 - Select Variances

CHILD CARE TOP INFORMATION RECORDS FOR THE COUNTY

Home Apply/Modify Facility Details My Applications Incidents/Investigations Reports

Select Facility

Select Facility for Variance Request.

☐ Select Facility


Facility/Licensee Name	ABC Child Care		
License Number	DC334023501		
Phone Number	<input type="text" value="(123)456-7890"/>		
Street Address	3500 South Cedar Street		
City	State		
Lansing	MI		
Zip	48910		

[Save for later](#) [Next](#)

Steps

- Facilities
- Apply For Variance

Variance Application



Business License Application

BLA-0000033656

New Note

Clone

Change Record Type

Record Type

Child Care Variance Application

Applied Date

4/24/2025, 8:52 AM

Variance Status

New

New

Approval In Progress

Approved

Denied

Expired

Rescinded

DETAILS

RELATED

▼ Variance Application Details

Application ID

BLA-0000033656

Applied Date

4/24/2025, 8:52 AM

Facility

ABC Child Care

Consultant

User17370447792654098420

Primary Owner

Olivia Yee

Issues in complying with present rule

Water variance due to arsenic in well water

Proposed Alternative

Use bottled water.

Variance Name on BLA

Record Type

Child Care Variance Application

License Type

Center

BL Number

DC334023501

Regulatory Code

R 400.8345(1)

Variance Status

New

Is Active

☒

Date of Variance Request

4/24/2025

Completed Variance

Home	Apply/Modify	Facility Details	My Applications	Incidents/Investigations	Reports
License Number DC334023501	License Type Center	Application Type Variance	Variance Status Approved	Open Application	
License Number DC334023501	License Type Center	Application Type Original	Application Status Approved	Open Application	

Home

Apply/Modify

Facility Details

My Applications

Incidents/Investigations

Reports

Business License Application

BLA-0000033656

New Note

Clone

Change Record Type

Record Type

Child Care Variance Application

Applied Date

4/24/2025, 8:52 AM

Variance Status

Approved

✓

✓

Approved

Denied

Expired

Rescinded

DETAILS	RELATED
Variance Application Details	
Application ID BLA-0000033656	Record Type Child Care Variance Application
Applied Date 4/24/2025, 8:52 AM	License Type Center
Facility ABC Child Care	BL Number DC334023501

Report an Accident/Incident

- Select Incidents/Investigations
 - Log an incident

INSTRUCTIONS

Complete and Submission

The completion and submission of this form to the department is required by the following licensing rules:

- Family Group Child Care Homes R 400.1962(4).
- Child Care Centers R 400.8158(4).

* Type of Report

|

-- Clear --

Incident

Accident

Illness

Death

Fire



Save for later

Next



View Accident/Incident Report


- Select Incidents/Investigations
 - Select my incidents

[Home](#) [Apply/Modify](#) [Facility Details](#) [My Applications](#) [Incidents/Investigations](#) [Reports](#)



 Incidents 

1 item • Sorted by Case Number • Filtered by All cases - Case Record Type • Updated a few seconds ago



 


	Case Number ↑	Status	Date/Time Opened	Facility Name	License Number	
1	00125747	Open	4/28/2025, 5:46 AM	ABC Child Care	DC334023501	

[Home](#) [Apply/Modify](#) [Facility Details](#) [My Applications](#) [Incidents/Investigations](#) [Reports](#)

 Incidents 

1 item • Sorted by Case Number • Filtered by All cases - Case Record Type • Updated a few seconds ago

	Case Number ↑	Status	Date/Time Opened	Facility Name	License Number	
1	00125747	In Progress	4/28/2025, 5:46 AM	ABC Child Care	DC334023501	

Corrective Action Plans

- Select My Applications
 - Select my corrective actions plans



Corrective Action Plans

- If the provider says they have received an email that states they have a CAP to view, but cannot view it, contact the consultant.

Home	Apply/Modify ▾	Facility Details ▾	My Applications ▾	Incidents/Investigations ▾	Reports
Facility Name ABC Child Care	Facility Address Street 3500 South Cedar Street City Lansing County US	State MI Code 48910	Parent Child Care Special Investigation Case	Corrective Action Plan Name 00125753 Status Provider Review	Open Corrective Action Tasks

Corrective Action Plans

For each violation, please review the violation and non compliance observed and write your plan on how compliance will be achieved, monitored, and maintained

Violation Cited

R 400.8125(1)

Staff; volunteer; requirements.

Non-compliance observed

Childa was left outside with no supervision.

* Plan to Correct

NA

* Date to be Completed

NA

Consultant Response 

Staff should be trained on appropriate care and supervision

☐ By submitting this form electronically, I certify that the information provided is complete and accurate to the best of my knowledge.

Reports

- Select Reports
 - Select the facility

Facility Information

Search Results for Child Care Centers and Homes:

LICENSE NBR	LICENSE TYPE	FACILITY NAME	FACILITY ADDRESS	CITY	COUNTY	ZIP
DC334023501	Center	ABC Child Care	3500 South Cedar Street	Lansing	US	48910

Provider View of Reports

Inspection Reports

REPORT NAME	REPORT CREATED DATE	
DC630254468_AMEXTINSP_20240608	6/8/2024	Download

Inspection Reports with Requirements Met

Reports Not for Public Disclosure

REPORT NAME	REPORT CREATED DATE	
DC630254468_AMEXTINSP_20240608	6/8/2024	Download
DC630254468_CAP_20240304	3/4/2024	Download
DC630254468_EXTRNWL_20230422	4/22/2023	Download
DC630254468_EXT5IR_20251021	10/21/2025	Download
DC630254468_INSP_20250101	1/1/2025	Download
DC630254468_INT_20231112	11/12/2023	Download
DC630254468_INT_20231112	11/12/2023	Download
DC630254468_INTINSP_20250101	1/1/2025	Download

Public Portal View

- Only reports listed as external (EXT) will be for the public to view
- These reports are retained on the public portal for 3 years

REPORT NAME	REPORT CREATED DATE	
DC630254468_AMEXT_20251224	12/24/2025	Download
DC630254468_AMEXTINSP_20240608	6/8/2024	Download
DC630254468_EXTINSP_20250422	4/22/2025	Download
DC630254468_EXTRNWL_20230422	4/22/2023	Download
DC630254468_EXTSIR_20251021	10/21/2025	Download

Printing a License

- Facility Details
 - My licenses



CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

[Home](#)[Apply/Modify](#) [Facility Details](#) [My Applications](#) [Incidents/Investigations](#) [Reports](#)

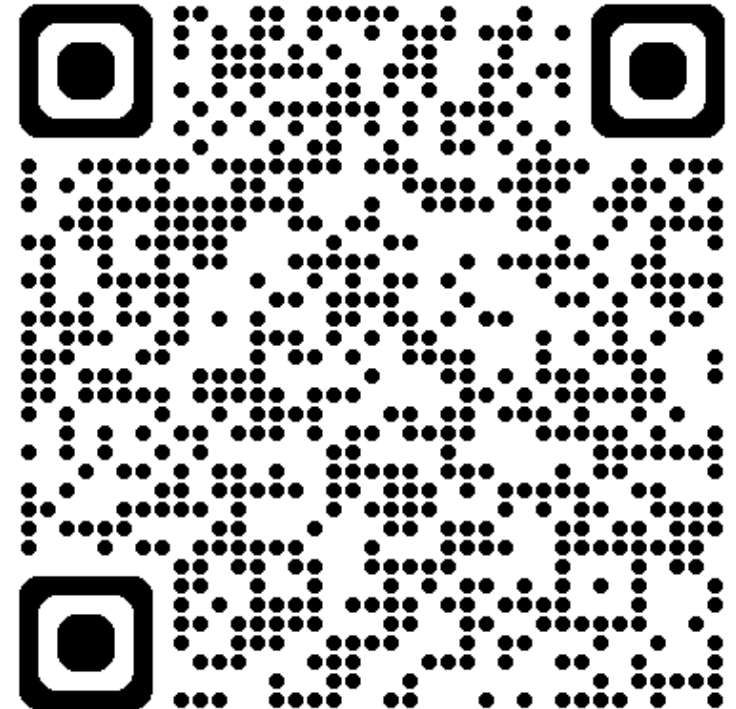
LicenseNumber DC334023501	Facility Name ABC Child Care	License Type Original	Facility Type Center	Expiration Date 10/23/2025, 11:31 am	Age Ranges Birth - 12 years
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 Download/Print

 Request Mailed Copy

Resources

- CCLB help email: MiLeap-CCLB-Help@michigan.gov
- CCLB phone number: 517-284-9730
- Sign up for the Friday Flyer [here](#)
- [CCHIRP](#)



Questions

