## **Child Care Services Division Licensing Process**

1

An inquiry is made via intake

(1-866-528-1694 or childcarelicensingintake@dhr.alabama.gov) where applicant is directed to our online system, per our website (https://dhr.alabama.gov/child -care/)



2

The applicant then submits their application into our online system and is assigned a consultant.



3

Consultant makes contact with the applicant and requests any additional information needed for licensure



Once all required information is received, the consultant will schedule a pre-licensing visit to the center or home.



5

Consultants enter information regarding the applicant/licensee qualifications into the operating system.



Consultants will send 3 references and request CA/N clearance forms on the applicant/licensee, board members, household members, director, etc.



Once the visit is made and all requirements are met, a memo is generated and the initial license is issued.



Follow-up visits are made if necessary.





Questions may be directed to the Child Care Services Division by calling 1-866-528-1694, or email childcarelicensingintake@dhr.alabama.g ov.